OPEN SYSTEMS® Accounting Software

Accounts Payable
User's Manual

PN/2210.AP61

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This document has been prepared to conform to the current release version of OPEN SYSTEMS Accounting Software. Because of our extensive development efforts and our desire to further improve and enhance the software, inconsistencies may exist between the software and the documentation in some instances. Call your customer support representative if you encounter an inconsistency.

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Contents

Introduction

Welcome to OSAS™	1-3
The Accounts Payable System	1-5
Conventions	1-21
OSAS Graphical	1-25
OSAS Text	1-47
Reports	1-59

Installation and Conversion

Installation	2-3
Conversion	2-5

Setup

Setup Considerations	3-3
Setup Checklist and Functions	3-7

Information Inquiry

Vendors and Invoices	4-3
Invoices	4-9
Detail History	4-11
Summary History	4-15

Daily Work

Transactions	5-3
Copy Recurring Entries	5-17
Purchases Journal	5-19
Miscellaneous Debits Journal	5-23
Daily Sales Tax Report	5-27
Change Batches	5-29

Batch Control 5-31
Post Transactions 5-33

Material Requisitions

Enter Material Requisitions 6-3
Print Material Requisitions 6-11
Material Requisitions Journal 6-15
Backorder Allocation Report 6-19
Post Material Requisitions 6-23

Management Reports

Open Invoice Report 7-3
Cash Flow Report 7-5
Aged Trial Balance 7-7
Vendor Analysis Report 7-11
Sales Tax Report 7-15

History Reports

AP Analysis Report 8-3
Purchase Analysis Report 8-7
Check History Report 8-11
Detail History Report 8-15
Payment History Report 8-19
Tax Audit Report 8-23
Summary Invoice History Report 8-27
Vendor Activity Report 8-31
Vendor Purchase History Report 8-35

Periodic Processing

1099 Forms 9-3
Periodic Maintenance 9-15
Purge Vendor Comments 9-19
Purge Selected Files 9-21

Pay Invoices

Change Open Invoice Status	10-3
Hold/Release Invoices	10-5
Prepare Checks	10-9
Select Payables	10-13
Edit Register	10-15
Print Checks	10-17
Check Register	10-21
Post Payments	10-25
Void Checks	10-31

File Maintenance

Vendors	11-3
Recurring Entries	11-15
Terms Codes	11-21
Distribution Codes	11-23
Tables	11-25
Change Fields	11-39

Master File Lists

Vendor Labels	12-3
Vendor Detail List	12-7
Vendor Comments List	12-9
Recurring Entries List	12-13
Tables List	12-17

References

System Messages	A-1
Common Questions	B-1

Index

Introduction 1

Welcome to OSAS™	1-3
The Accounts Payable System	1-5
Conventions	1-21
OSAS Graphical	1-25
OSAS Text	1-47
Reports	1-59

Welcome to OSAS™

The OPEN SYSTEMS Accounting Software (OSAS) product line consists of several accounting applications. Each application addresses a different phase of your financial operations; together, they form a powerful accounting solution to your daily and periodic accounting needs.

Customer Support

Open Systems has a strong commitment to customer service and product quality. If you have difficulty in using Open Systems products, consult the user's manual and other OSAS reference materials. If you need more information, consult a customer support representative.

OSAS Overview

Resource Manager

The Resource Manager application is the foundation or shell of OSAS; it provides the operating environment that holds the other applications. Resource Manager also includes three powerful business features: Global Inquiry, Executive Information Summary (*EIS*) and Print Manager. With Global Inquiry, you can drill around your accounting data to find selected information throughout your system. With EIS, you can access company information quickly and view summaries of all aspects of a company or a group of companies. With Print Manager, when you print reports to file, your reports can be stored, sorted, printed, and searched for specific text.

Base Applications

Base applications are designed and produced with the largest possible number of industries in mind. They are most effective when you interface them with each other. Base applications are usually named after common accounting operations. Examples are: General Ledger, Accounts Payable, Purchase Order, Accounts Receivable, Sales Order, Payroll, and Inventory.

OSAS Versions 6.1 and Higher

You can use OSAS versions 6.1 and higher in text (or character-based) mode on any supported operating system.

In Windows environments, you have the choice to use either the text version or the graphical version. While the interface is different in the two versions, the functions in both versions are the same in screen layout and in function. The OSAS user's manuals show screens in the graphical format. You should be able to apply the information shown in the graphical examples to the text version with ease.

For specifics on using the graphical version of OSAS, turn to page 1-25.

For specifics on using the text version, turn to page 1-47.

The Accounts Payable System

Use the Accounts Payable system to record invoices you receive and payments you make to vendors. It lends its tracking capabilities to other applications associated with tracking assets (Inventory, for example). It represents a liability; when you make a payment to vendors, the transactions are expressed as losses to your source of revenue and gains to the assets you paid for. For example, if you purchase inventory items, the transaction represents a loss to your capital and a gain to inventory.

Menu Structure

The Accounts Payable menu structure is similar to the structure of other OSAS applications: functions appear roughly in order of use.

File Maintenance

Use the functions on the File Maintenance menu to set up and maintain information about your vendors. For example, use the Vendors function to establish and update information about vendors you usually do business with.

Information Inquiry

Use the Information Inquiry functions to view (not change) information about vendors, invoices, and history. If you are running OSAS through a multiuser network, several people can look up the same information at the same time.

Entering Transactions

After you establish the valid codes and IDs through the File Maintenance functions, you can use the Daily Work functions and the Material Requisitions functions to enter transactions that involve acquiring goods.

Daily Work

Use the Daily Work functions to do daily operations that involve an outside vendor: entering transactions and recurring entries, producing the Purchases and Miscellaneous Debits Journals, and posting transactions. You can choose to group certain transactions by batch, to help streamline entry, printing, and posting tasks.

Material Requisitions

Use the Material Requisitions functions to do daily operations that involve transferring goods from one part of the company to another: entering and printing requisitions, producing the Material Requisitions Journal and the Backorder Allocation Report, and posting.

Reports

Accounts Payable offers two categories of reports: management reports and history reports. The management reports show information primarily from the APINxxx (Open Invoice) file. The history reports show information from the APHIxxx and APHSxxx (Detail and Summary History) files and the APHCxxx (Check History) file.

Use the reports functions as often as necessary to produce summarized information about current and historical purchases and payments.

Pay Invoices

After doing your daily work and producing reports, you can use the Pay Invoices functions to prepare the invoices to be produced as checks, print the checks, and post the payments.

Master File Lists

Information that you enter in the File Maintenance functions is kept in master files. Use the Master File Lists functions to produce the contents of the files: details about vendors, recurring entries, and so forth.

File Information

The information you enter in Accounts Payable functions is stored in files. Each file falls into one of four categories: vendor files, attribute files, temporary files, and history files. (OSAS does not make a distinction between categories of files. The files are described in terms of categories to give you a better idea of how each fits in.)

Vendor files

The vendor files serve as permanent sources of vendor information: data stays in the files until you remove it.

The APVExxx (Vendor) file holds the following vendor information, which you can enter directly through File Maintenance functions or by updating information from interfaced applications:

- vendor ID and description
- vendor name, address, and phone number
- terms code and distribution code
- web site and e-mail addresses
- vendor class and payment priority
- 1099 information
- amount due

The APVCxxx (Vendor Comments) file holds comments about the vendors you do business with. Initially you enter comments through the Vendors function.

Attribute files

The attribute files hold data that you can assign to each vendor. These attributes often carry their own function names. These files serve as permanent sources of information: data stays in these files until you remove it.

The APDCxxx (Distribution Codes) file stores the distribution codes assigned to the vendor in the Distribution Codes function. The codes are assigned to vendors and serve as a shorthand method to the General Ledger accounts to which accounts payable, sales tax expense, and freight and miscellaneous charges will be posted.

The APTCxxx (Terms Codes) file stores the terms codes assigned to the vendor in the Terms Codes function. The codes are assigned to information about regular payment terms and serve as a shorthand method to enter the information required to calculate payment discounts. As a result, you can make payments to groups of vendors based on the terms of payment with the defined codes.

The APRLxxx and APRHxxx (Recurring Entries) files store information about payments you make regularly to vendors. The APRLxxx file stores line-item information about each recurring entry; the APRHxxx file stores totals information.

The APBTxxx (Batch) file stores information about the batches you use to organize your AP invoices and miscellaneous debits when you enter, print and post them.

The APRDxxx (Recurring Additional Descriptions) file holds additional descriptions you assign to line items in a recurring entry. This file is used only if you elect to enter additional descriptive text for line items in the Resource Manager Options and Interfaces function. The additional text is printed on invoices after you copy the entry to the APTDxxx and APTHxxx files.

The RMTDxxx (Tax Location Detail) file stores such tax location information as the location ID, taxable and nontaxable sales and purchases, tax paid, class, percentage, and amount refundable.

The RMGCxxx (Group Code) file stores information about tax groups and tax levels.

The RMTHxxx (Tax Location Header) file stores information about the tax authority and tax accounts.

Temporary files

The temporary files store information created from an action you perform and send that information to a different file—usually a history file—when you post.

The APLSxxx (Serial Item) file stores information about serial numbers and lots. You can delete and change the information in this file through Accounts Payable functions, but not through Inventory functions.

The APTDxxx and APTHxxx (Transaction) files store information about unposted purchases and miscellaneous debits. The APTDxxx file stores line-item information about each transaction; the APTHxxx file stores totals information.

The APDExxx (Additional Descriptions) file stores additional descriptions you assign to line items. This file is used only if you elect to enter additional descriptive text for line items in the Resource Manager Options and Interfaces function.

The APMDxxx and APMHxxx (Material Requisitions) files store unposted and backordered material requisitions. The APMDxxx file stores line-item information about each material requisition; the APMHxxx file stores totals information.

The APINxxx (Open Invoice) file stores such summary information as the amount due and the due date of the purchases and miscellaneous debits that were posted from the APTDxxx and APTHxxx files. The items remain on file until they are recorded as paid in full.

The APIXxxx (Open Invoice Additional Information) file stores purchase order numbers associated with invoices posted from the APTDxxx and APTHxxx files.

The APCHxxx (Checks) file stores the latest batch of unposted checks that have been prepared for vendors.

The APCMxxx (Requisition Control) file stores a record for each terminal ID with requisitions being entered or edited.

History files

The history files get information as a result of a post.

The APHCxxx (Check History) file stores summary information for posted or voided checks. This file is used only if you elect to save check history in the Resource Manager Options and Interfaces function.

The APHSxxx (Summary History) file contains information for each item purchased from each vendor in each period. Three types of summary records are created for each vendor: a company record, a vendor record, and an item record. This file is used only if you elect to save summary history in the Resource Manager Options and Interfaces function.

The APHIxxx (Detail History) file contains detailed information about accounts payable transactions. This file is used only if you elect to save detail history in the Resource Manager Options and Interfaces function.

The APHDxxx (Additional Descriptions History) file contains additional descriptions from entries that were posted to the APHIxxx file. These descriptions can also be printed in the Detail History Report. This file is used only if you elect to use the additional descriptions option in the Resource Manager Options and Interfaces function.

File Interaction

The Accounts Payable system tracks money owed to your vendors. When you enter and post transactions, information is retained in or distributed to the appropriate files to keep the information up to date, make the information available through reports, and keep the system in balance.

Transactions

You can enter two categories of transactions: purchases (or miscellaneous debits) and material requisitions.

Purchases or Miscellaneous Debits

When you enter purchases or miscellaneous debits, the key unit is the invoice. An invoice holds one or more purchases or miscellaneous debits.

You can copy recurring entries to a purchase. Use the Recurring Entries function to define the run codes that identify recurring entries. The information is kept in the APRLxxx and APRHxxx files. When the purchase is made, enter the run code in the Transactions function.

If Accounts Payable is interfaced with Inventory and you enter a line item for an inventory item, the on-hand and available quantities in the Inventory item record are reduced for miscellaneous debits and increased for purchases by the quantity you enter.

Information about unposted purchases and miscellaneous debits is stored in the APTDxxx and APTHxxx files.

If you selected the option to use additional descriptions, you can enter 10 lines of additional descriptive text about each line item. The additional text is stored in the APDExxx file and is printed in the Purchases and Miscellaneous Debits Journals.

When you post purchases and miscellaneous debits, several things happen, depending on your option settings:

- Information about purchases and miscellaneous debits is moved from the APTDxxx and APTHxxx files to the APINxxx file. The APIXxxx file is updated with the purchase order number associated with the open invoice.
- Each vendor's company and vendor records are updated in the APHSxxx file.
- The amount due, amount prepaid, and purchase and payment history fields are updated in the APVExxx file.
- If you keep detail and summary history, the APHIxxx file is updated by detailed line-item and totals information, and the APHSxxx file is updated by summary line-item and totals information.
- If Accounts Payable is interfaced with General Ledger, debit and credit entries are made to the accounts payable, sales tax, freight, miscellaneous, and expense accounts in the GLJRxxx (General Ledger Journal) file.
- The Resource Manager tax files are updated.
- If Accounts Payable is interfaced with Job Cost, the job and phase records are updated by cost information in the JOBSxxx file.
- The APLSxxx, APTDxxx, and APTHxxx files are cleared.

Batching

Using the batching function in your daily work will increase your productivity and will enable you to better control your daily transactions. Using the batch function allows you to group certain transactions by batch, to help streamline entry, printing, and posting tasks.

Material Requisitions

When you enter material requisitions, the key unit is the requisition. A requisition holds one or more requisitioned items.

If Accounts Payable is interfaced with Inventory, the line items are first filled from current stock. The remainder is backordered.

Information about unposted and backordered material requisitions is stored in the APMDxxx and APMHxxx files.

When you post material requisitions, several things happen, depending on your option settings:

- Backorders are created in the APMDxxx and APMHxxx files for partially filled requisitions.
- Fully filled requisitions are removed from the APMDxxx and APMHxxx files, and serial numbers are removed from the APMSxxx file.
- The APHIxxx file is updated by detailed line-item and totals information.
- If Accounts Payable is interfaced with General Ledger, debit and credit entries are made to the accounts payable, material inventory, and miscellaneous material accounts in the GLJRxxx file.
- If Accounts Payable is interfaced with Job Cost, the job and phase records are updated by cost information. The JOHIxxx file is automatically updated; the JOBSxxx file is optionally updated.

Preparing Payments and Paying Invoices

Use the Pay Invoices functions to prepare payments and pay your bills. These Accounts Payable functions are optional; you could go through an entire Accounts Payable work cycle without using the functions. Since many of your payments are likely to be by check, these functions are useful because you can send the information directly from the APINxxx file to the APCHxxx file and then to the checks themselves.

Before you prepare checks, place disputed (open) invoices on hold and release held invoices that can be paid. To place all invoices on hold or release all held invoices for one or more vendors, use the Change Open Invoice Status function. To place individual invoices on hold or release some invoices that are on hold, use the Hold/ Release Invoices function.

Use the Prepare Checks function to indicate to the APCHxxx file the released invoices that are due to be paid. When checks are prepared, a log showing which invoices were prepared is produced.

To look at which invoices have checks prepared and remove an invoice from the list if necessary, use the Select Payables function.

Before you print the checks, you might want to produce the Edit Register to get a list of the checks that have been cleared to print.

Use the Print Checks function to print the checks. If you elected to save check history in the AP options and interfaces, the record is sent to the APHCxxx file.

After you have printed the checks, print the Check Register for an audit trail of the vendor checks you printed.

When you have printed all the checks and are ready to post, use the Post Payments function. Information is moved from the APCHxxx file to the APHIxxx and APHSxxx files, and the general ledger account numbers of the checks are stored in the APHCxxx file.

If you spot checks that should not have been printed or if printed checks are lost or destroyed, use the Void Checks function to void them.

Producing Reports

The APVExxx file provides information for several reports:

- The Vendor Analysis Report shows the balances and cumulative purchases for vendors and summarizes the purchasing activity with your vendors.
- The Vendor Detail List shows general information about your vendors.
- The vendor labels can be used as mailing labels or as a quick reference of the vendors that are on file.
- The 1099 Forms summarize your year-to-date payments to vendors. You can print forms or save the data on magnetic media.

The APINxxx, APIXxxx, and APVExxx files provide information for several reports:

- The Open Invoice Report shows the invoices that remain unpaid and miscellaneous debits from the APINxxx and APIXxxx files.
- The Cash Flow Report shows the amount of cash you can expect to pay out within three user-defined periods from the APINxxx and APVExxx files.
- The Aged Trial Balance shows the open invoice balances broken down into five aging periods—current, 30, 60, 90, and 120+ days.

The APVCxxx file provides the information for the Vendor Comments List.

The APRLxxx, APRHxxx, and APRDxxx files provide information for two reports:

- The Copy Recurring Entries Report shows the total recurring entries that were transferred to the APTDxxx and APTHxxx files. If problems occur during the process, an error log is included in the report.
- The Recurring Entries List serves as a reference when you copy entries to the APTDxxx and APTHxxx files.

The APCHxxx file provides information for the Edit Register and for checks.

The APMDxxx and APMHxxx files provide information for the material requisition forms and the Backorder Allocation Report. Produce this report to find out which backordered requisitions can be filled when goods have been received in Inventory.

The APHCxxx file provides information for the Check History Report, which shows summary information for printed and voided checks.

The APHIxxx file provides information for several reports:

- The Detail History Report shows the purchases and returns you made.
- The Vendor Activity Report shows what you are purchasing, from whom you are purchasing it, and how often you purchase it.
- The Payment History Report shows paid invoices, check numbers and dates, and payment types.
- The Summary Invoice History Report shows vendor and invoice summary totals.
- The Tax Audit Report shows the tax breakdown by vendor, invoice number, and tax location.

The APHSxxx file provides information for several reports:

- The AP Analysis Report shows the statuses of your company’s payables.
- The Purchase Analysis Report shows your company’s purchases and discounts taken and lost.
- The Vendor Purchase History Report shows how much you purchased from vendors.

Posting Payments

When you use the Post Payments function to post the checks you printed, several things happen:

- Invoices that are paid in full change to paid status, and the check numbers and dates are added to the APINxxx file.
- The totals in the APVExxx file are updated for the invoices you paid.
- The APCHxxx file is cleared for the next check cycle.
- The APHCxxx file is updated with the checks' general ledger account numbers if you elected to keep check history in the Resource Manager Options and Interfaces function.
- The invoice and payment information is transferred to the APHIxxx and APHSxxx files if you elected to keep summary and invoice history in the Resource Manager Options and Interfaces function.
- If Accounts Payable is interfaced with General Ledger, debit and credit entries are made to the cash, accounts payable, and discount accounts in the GLJRxxx file.
- If Accounts Payable is interfaced with Bank Reconciliation, disbursement entries are created in the BRTRxxx file for the checks that were posted.

Periodic Maintenance

When you do periodic maintenance, several things happen:

- Totals are transferred from the APVExxx file to the last-year fields, and period-, quarter-, and year-to-date totals are cleared.
- At the end of the calendar year, 1099 YTD payments are moved to last year.

The following chart shows the effects of periodic maintenance on the APVExxx file:

Value	Updated (+ or -)	Increased	Decreased
General Information	Use the Vendors function		
Vendor Comments	Use the Vendors function		
Purchases PTD, QTD, YTD, and LY		Post transactions	Post miscellaneous debits
Payments PTD, QTD, YTD, and LY		Post payments	Post payments
Discount Taken PTD, QTD, YTD, and LY		Post transactions	Post miscellaneous debits
Discount Lost PTD, QTD, YTD, and LY		Post transactions	Post miscellaneous debits
Last Purchase Number		Post transactions	Post miscellaneous debits
Last Purchase Date		Post transactions	Post miscellaneous debits
Last Purchase Amount		Post transactions	Post miscellaneous debits
Last Payment Date		Post payments	Post payments
Last Check Number		Post payments	Post payments
Last Payment Amount		Post payments	Post payments
YTD 1099 Payments		Post payments	Post payments
Last-Year 1099 Payments		Post payments	Post payments

Purging Selected Files

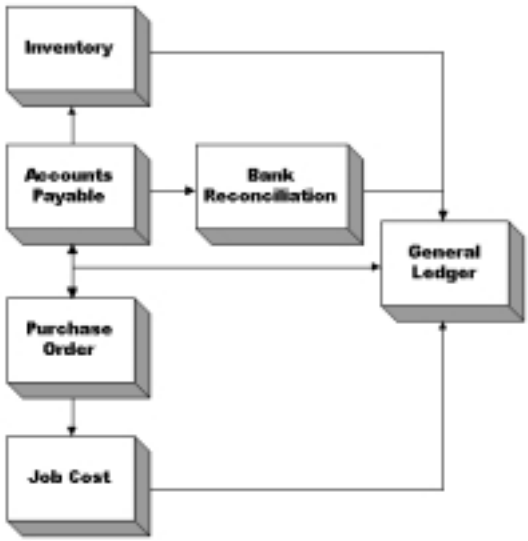
After your files become too large, you will want to clear data through the Periodic Maintenance function and the Purge Vendor Comments function.

The following list shows the effects of purging selected files:

- Paid invoices with check dates before the date you specify are removed from the APINxxx and APIXxxx files.
- Detail history with invoice dates before the date you specify is removed from the APHIxxx file.
- Summary history before the period/fiscal year you specify is removed from the APHSxxx file.
- Check history with check dates before the date you specify is removed from the APHCxxx file.
- Recurring entries with cutoff dates before the date you specify is removed from the APRLxxx, APRHxxx, and APRDxxx files.
- Temporary vendors with zero balances are removed from the APVExxx file.

Application Interaction

Accounts Payable can be used as a standalone application, but you get optimal use from it when you interface it with other applications.



Interfacing applications means that the information you enter in one application can be transferred to and used in other applications. So it reduces data entry time and the number of errors that might creep in along the way.

Conventions

Your manual will help you to install OSAS on any standard machine within many popular operating systems and help you with your accounting software questions. In the manual, we use the term “Conventions”, or standards, to help describe complicated processes, new terms, and to help you use your OSAS applications.

Manual Conventions

The *Accounts Payable User’s Manual* is divided into the following sections:

- “Introduction” provides an overview of this application and the OSAS system, and the basic functionality of the application including graphical and text-based application features, and function key references.

- “Application functions” explains the functions within the application: where each function fits within the application, and how to use each function to get the most out of the application.

Mouse Conventions

The standard mouse has two buttons, left and right, each performing certain functions. In this manual, we use these terms for using the mouse: *click*, *right-click*, *double-click*, and *deselect*.

The *click* is a single press on the left mouse button. Place the cursor over the desired function, and press the left button to enable, or “select”, that function.

A *right-click* is a single press of the right mouse button.

To *double-click*, move the cursor over the desired function, and quickly press the left mouse button twice. If there is too long a pause between clicks, the computer may interpret your action as two separate clicks and may not perform the desired function.

To *deselect* an object, move the cursor off the icon or folder onto a blank space within the window and press the left mouse button.

Note

Some mouse manufacturers allow you to change the function of the mouse buttons for those who prefer (for example) to use the mouse with their left hand. In this case, reverse the commands when you use them. For example, a click refers to a single press of the right mouse button, while the term right-click refers to a single press of the left button, and so on.

OSAS Conventions

Operations in OSAS follow conventions, or patterns. The conventions used in OSAS applications are presented below.

Running OSAS

OSAS runs in an operating system supported by 150 megabytes of permanent storage and 4MB of RAM. You may need additional space or memory, depending on the size of your data files and the operating system you use. Consult your reseller for more information.

Starting OSAS

To start OSAS on a computer running Windows, double-click the OSAS shortcut on the desktop or in the appropriate folder.

To start OSAS on an operating system other than Windows, enter **osas** at the operating system prompt.

The **osas** command can recognize three parameters: -t, -c, and -a.

The terminal ID (-t) is the identification code assigned to the terminal you are using to work with OSAS. On multiuser systems each terminal usually has a default ID that was assigned when the terminals were added to the system. Use the -t parameter only when you want to log on with an ID other than the default ID. The terminal parameter is valid only if you are using Resource Manager for LANs.

The company ID (-c) is the identification code assigned to a company. If your system carries two or more companies and you do not enter a company ID, the menu of the company entered by the last person who used the terminal appears.

The access code (-a) is your personal password. Refer to the *Resource Manager User's Manual* for information about assigning passwords.

The most general expression for getting into OSAS takes all the parameters into account. For example, if you are on terminal 2, you want to work with company B, and the password is *selena*, specify that information to enter the system:

osas -t T2 **-c** B **-a** selena

In UNIX you can enter the parameters in any order, and you can use any combination. You must leave a space between the parameter mark (-t, -c, or -a) and the parameter itself.

In Windows you can click on the shortcut's properties and, in the Target field, enter your access code and your company ID. For example, using selena as your access code and H as your company ID, enter

C:\osas\progRM\osastm.exe -m4096 **-t**T00 **-n**T00 **- -a**selena **-c**H

In the Windows icon properties, the parameter marks (-m, -t, or -n) can be entered in any combination but must be before the separation dash. The access code and company ID commands (-a and -c) must be entered *after* the separation dash.

GUI/Text Command Conventions

When you see the phrase "use the **Proceed (OK)** command" in the user's manuals, you can press the **PgDn** key in either text or graphical mode. In graphical mode, clicking the **OK** button has the same effect as pressing the **PgDn** key.

Menu Conventions

When you start OSAS, the Main menu, which presents the applications you can use, appears. If you are using the Resource Manager for UNIX or Linux, the Text menu appears.

If you are using the Resource Manager for Windows, you can choose between the Text menu, the Graphical menu, or the Start-style menu. In Windows, use the Workstation Configuration Defaults function (see the *Resource Manager User's Manual*) to select the style of menu you want displayed by default, or you can press Shift-F5 to toggle between the menu styles from any menu. You can use any of the menus regardless of whether you use the text or graphical modes for the OSAS functions.

Favorites Menu

The Favorites menu operates in any of the menu formats. The Favorites menu allows quick and easy access to the OSAS functions you use most, allowing you to add selections for entire menus or particular functions.

With the Favorites menu, you save time in no longer switching to and from commonly accessed applications. For example, if you perform tasks in several applications, such as Transactions and Cash Receipts in Accounts Receivable, GL Account maintenance in General Ledger, and Price and Item Inquiry functions in Inventory, you can set up a Favorites menu rather than moving between each application's menus. Once you have set up your Favorites menu, you can open a function for use with one press of the **Enter** key or the click of a mouse button.

Favorites Menu: Graphical Style

For a sample of the Start-style favorites menu, see page 1-35. For a sample of the text favorites menu, see page 1-49.

OSAS Graphical

In a Windows environment, you can choose from two types of graphical-style menus. The standard Graphical menu features application selections that resemble many Windows functions. The Start-style menu is named because of its functional resemblance to the Start menu in Windows 95, 98, NT and 2000.

Both graphical menus provide pull-down menus, convenient tool buttons and easy access to your installed applications and their functions using either the mouse or keyboard. The two graphical menus provide you with a visual choice in your interaction with OSAS and your data.

When you select an application in either graphical OSAS menu, the application's main menu, presenting several related functions, is displayed beside the OSAS menu. Selecting a function leads you to either a function screen or another menu.

Several commands are available within the menu to perform various tasks such as changing the system date, entering access codes, switching between sample data and live data, and so on. You can perform these menu commands in these ways (if a button or pull-down menu selection is muted or gray, it is not available for use):

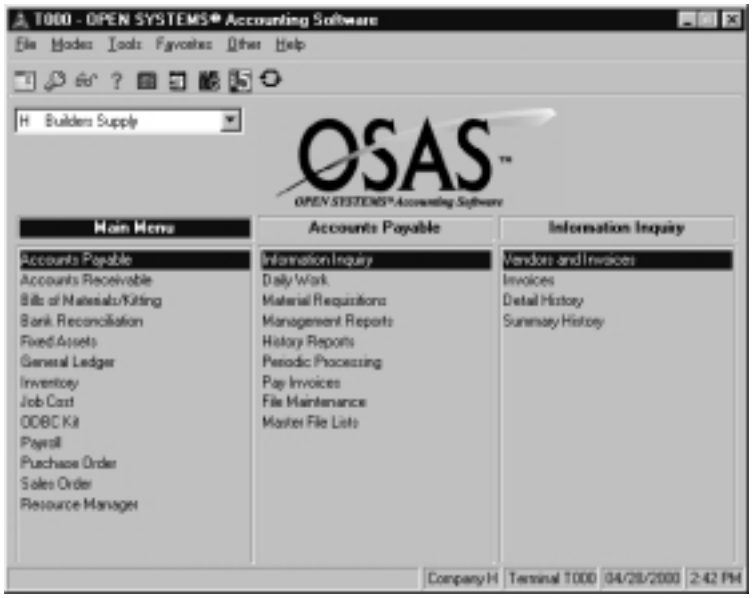
- click the appropriate graphical tool button
- select the command from a pull-down menu
- press the associated keyboard hot key

If you use the graphical menu, you can select application menus and functions by clicking the function or menu name on the menu, or by highlighting your choice and pressing **Enter**.

If you choose the Start menu you can select applications from the Main menu by using the arrow keys to highlight your choice and pressing **Enter,** by clicking the selection, or by holding the mouse cursor over the selection until the menu appears.

From any application menu, you can select a button from the previous menu to move directly to that menu. If you are several menu levels away from the Main menu, you can return to the Main menu by clicking items on the previous menus.

Graphical Main Menu



You can exit from a Graphical menu in these ways:

- select a button from a previous menu
- press the **Tab** key to go to the OSAS menu
- click the Close box in the upper right hand corner of the window to close OSAS
- use the **Exit** (**F7**) command to close OSAS
- select **Exit** from the pull-down File menu to close OSAS

Start Main Menu

You can exit from a menu in these ways:

- press the left arrow key to go to the previous menu (one menu up)
- hold the mouse over a different menu choice
- press the **Tab** key to go to the OSAS menu
- click the Close box in the upper right hand corner of the window to close OSAS
- use the **Exit** (**F7**) command to close OSAS
- select **Exit** from the pull-down File menu to close OSAS

Special Commands in Graphical Menus

In either graphical menu, you can right-click on a menu selection to display the Special Commands menu, which allows you to perform these special tasks:

From the standard menus:

- add a function or menu to the Favorites menu
- change to the Favorites menu
- change from live to sample data and vice versa
- display information about a function
- perform special application setup

From the Favorites menu:

- remove a function or menu
- change to the Main menu
- change from live to sample data and vice versa
- display information about a function
- perform special application setup

Menu Keys

Keyboards have a set of function keys (labeled with the letter *F* and a number), which can be used to perform certain functions within OSAS. In OSAS menus, these commands are assigned to the function keys.

Key (Command)	Operation
F1 (Key Help)	Displays the tool buttons and functions keys you can use.
F2 (Favorites Menu)	Displays or returns from the Favorites menu.
F4 (Access Code)	Displays the Access Code dialog box.
F5 (Live/Sample swap)	Switches between live and sample data.
F6 (Workstation Date)	Displays the current workstation date and allows you to change it.

Key (Command)	Operation
F7 (Exit)	Exits from OSAS.
F9 (Application Setup)	Performs certain application setup tasks. For example, in General Ledger, you can select the year with which you want to work. If Setup is required in an application, the application's user's manual will describe its usage.
F10 (Add/Remove Favorites)	Adds functions to and deletes functions from your Favorites menu.
Shift-F2 (Application Info)	Displays information about the applications you have installed.
Shift-F5 (Change menu style)	Switch between text and graphical menu styles without going into Defaults.
Shift-F6 (Toggle GUI screens)	Toggles between graphical screens and text-based screens for the functions you use.
Shift-F7 (Toggle GUI scaling)	Toggles screen scaling on and off. When scaling is off (the default setting), the graphical screens become smaller when you use higher monitor resolutions.

Pull-Down Menus

When using the graphical menus, you can use the pull-down menus and tool buttons (buttons with graphical icons in a row below the pull-down menus) to access functions without using the function keys. While the function keys work in the graphical menus, the menu bar and tool buttons offer you a choice in accessing these functions. Such a choice is common in graphical Windows applications.

Using the mouse, you can either move the cursor to the menu and click once, or click on a tool button for the function desired. Below is a sample of the OSAS pull-down menu and tool buttons and a description of each.

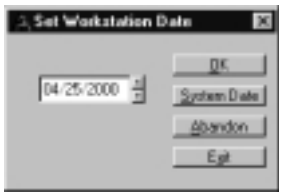
File Menu

Command	Tool Button	Key	Result
Access code		**F4**	Displays the Access Code dialog box. See Access Code dialog box below.
Sample data set or Live Data set		**F5**	Toggles between the Sample Data and the Live Data.
Workstation date		**F6**	Displays the Workstation date dialog box. See Workstation Date dialog box below.
Exit		**F7**	Exits from OSAS.

Using the Access Code dialog box

To change the access code, enter the code in the field. Then click **OK** to save your entry and return to the OSAS menu, or click **Exit** to abandon the dialog box and return to the menu.

Using the Workstation Date dialog box



To set a new workstation date, enter the date in the field, use the up/down buttons to increase/decrease the date displayed, or click **System Date** to change the date to match the operating system date. Then click **OK** to change the workstation date, **Abandon** to restore the original date displayed, or **Exit** to return to the Main menu.

Modes Menu

Command	Tool Button	Key	Result
GUI Functions		**Shift-F6**	Toggles between GUI function screens and text function screens.
Scale GUI Screens		**Shift-F7**	Toggles scaling of GUI screens on and off. When scaling is off (the default mode), the screen size is smaller when you use higher monitor resolutions.

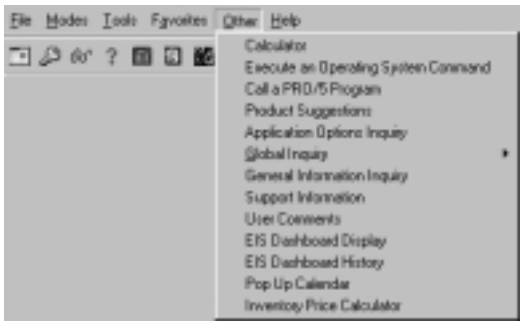
Tools Menu

Command	Tool Button	Key	Result
Calculator			Displays the Windows calculator.

Favorites Menu

Command	Tool Button	Key	Result
Change to Favorites		**F2**	Displays the Favorites menu/Main menu. See *Graphical Favorites Menu* on page 1-35.

Other Menu



The Other menu contains a set of utilities. A calculator and Global Inquiry (which presents data from several applications) are two of the utilities on the Other menu. See the *Resource Manager User's Manual* for information about all of the utilities on the Other menu.

Help Menu

Command	Tool Button	Key	Result
Help		**F1**	Displays descriptions of the application menus and functions.
About OSAS			Displays the About OSAS dialog box.

Tool Bar Icons

There are three icons on the tool bar that were not described above.

Tool Button	Key	Result
	Shift-F2	Displays the Application Information dialog box.
		Displays the pop-up calendar screen. You can use the calendar to add and review reminders for any date.
		Opens an MS-DOS prompt.
		Displays a screen for calling any BBx program that does not require variables to be passed to it. See Appendix F the *Resource Manager User's Manual*.

Other Graphical Menu Features

The graphical menus offer more than shortcuts to menu commands. You can also switch between live and sample data, or change to another company and its data set.

Change Company Field

Select the company to change to from the pull-down list box.

Data Set

On the Start menu, you can check the **Live Data** radio button to work with live data, or check the **Sample Data** radio button to work with sample data. You can also press **F5** to change between sample and live data.

Right-Click Menu

Screen (Key)	Description
Add to/Remove Favorites (**F10**)	Use the Add to/Remove Favorites menu button to add the desired submenu or function to or from your Favorites menu.
Change to Favorites/Main (**F2**)	Toggles your display menu between your Favorites menu and your Main menu.
Sample data/Live data (**F5**)	Switches between your sample data and your live data.
Setup (**F9**)	Performs certain application setup tasks. For example, in General Ledger, you can select the year with which you want to work. If Setup is required in an application, the application's user's manual will describe its usage.
Function Information (**F1**)	Displays information about the selected function.

Graphical Favorites Menu

Your Favorites menu saves time in moving between applications, opening and closing submenus and application menus, and allows easy access to your common applications. By setting up your Favorites menu, you can access your most-used functions or submenus by pressing the **F2** key (or by selecting Favorites from the pull-down menu).

Favorites Menu: Start Style

To add a function to the Favorites menu from the main OSAS menus, simply highlight the function you want to add on the menu and press the **F10** function key to add it to Favorites.

To remove a function from the Favorites menu, highlight the function on the Favorites menu and press the **F10** function key to remove it from the menu.

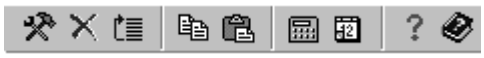
You can also use the right-click menu to add a function to Favorites or to remove a function from Favorites.

Graphical Function Commands

Once you select an OSAS application function from the menu, the function screen appears. The way that you enter data on OSAS screens is consistent from function to function. To move around the OSAS screens you use the function commands described below.

In OSAS, commands are assigned to various keys on your keyboard, as well as to certain tool buttons and pull-down menu selections. You can use these commands to work with data entry screens. If a tool button or menu selection appears grayed-out or muted, the command is unavailable at this time.

Function Tool Bar Buttons



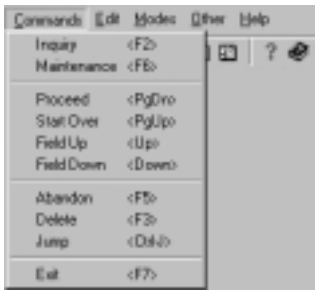
Tool Button	Key	Result
	F6	Go directly to the appropriate File Maintenance function to update information about the field you are in.
	F3	Delete the information on the screen. Since this command can delete an entire record, use it with caution.
	PgUp	Move the cursor back to the first field on the screen or to the first field after the key field without erasing the entries or changes you made.
	Shift-F9	Copy the contents of the current field.
	Shift-F10	Paste the contents you copied from a previous field into the current field.
		Displays the calculator screen.
		Displays the pop-up calendar screen. You can use the calendar to add and review reminders for any date.
	F1	Displays information about the field you are in.
		Displays the on-line documentation.

Verification Buttons

Click on the **OK** button to proceed to the next screen or to save your entries, click on the **Abandon** button to abandon your entries.

Function Pull-Down Menus

Commands Menu

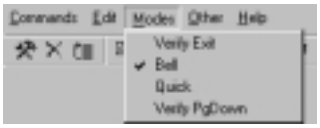


Selection (Key)	Operations
Inquiry (**F2**)	Use the **Inquiry** command to display a list of valid entries for the current field, from which you can select a choice.
Maintenance (**F6**)	Go directly to the appropriate File Maintenance function to update information about the field you are in.
Proceed/OK (**PgDn**)	Proceed to the next screen or save your entries.
Start Over (**PgUp**)	Move back to the first field on the screen or to the first field after the key field without erasing the entries or changes you made.
Field Up (**Up**)	Move the cursor to the previous field.
Field Down (**Down**)	Move the cursor to the next field.
Abandon (**F5**)	Move the cursor back to the first field on the screen. Any entries or changes you made are erased.
Delete (**F3**)	Delete the information on the screen. Since this command can delete an entire record, use it with caution.
Jump (**Ctrl-J**)	Move the cursor to the next block of data on the screen or to the next field that requires an entry.
Exit (**F7**)	Exit from a screen or a window and disregard everything you entered.

Edit Menu

Selection (Key)	Operations
Copy (**Shift-F9**)	Copy the contents of the current field.
Paste (**Shift-F10**)	Paste the value you copied from a previous field into the current field.
Undo (**Ctrl-Z**)	Restore the contents of the current field from before you made changes to it.

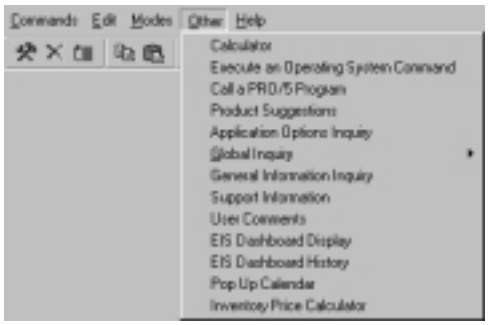
Modes Menu



Check the options you want to use.

Selection (Key)	Operations
Verify Exit	If verification is turned on, you must press a key twice to verify that you want to perform exit or abandon operations.
Bell	If the bell is turned on, it sounds at an error or when you must verify a command.
Quick	If this option is turned off, the cursor stops at every field possible. To make the cursor skip the fields that do not require an entry in certain application functions, turn the option on.
Verify PgDown	If verification is turned on, you must press the **PgDn** key twice to proceed to the next screen or to save your entries.

Other Menu

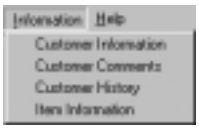


Selection	Operations
Calculator	Displays the OSAS calculator.
Execute and OS Command	Allows you to enter an operating system command from within OSAS.
Call a PRO/5 Program	Allows you to execute a PRO/5 program.
Product Suggestion	Use this function to create a printable report for future OSAS product suggestions.
Application Options Inquiry	Allows you to view the application options you have set up for a particular application.
Global Inquiry	Use this function to search across your data. You can select from the installed applications which data to search in.
General Information Inquiry	Allows you to search for information on employees, customers, and vendors.
Support Information	Displays the OSAS Support Information.
User Comments	Allows the user to leave messages within the system.
EIS Dashboard Display	Displays the EIS Dashboard.
EIS Dashboard History	Displays the EIS Dashboard history.
Pop-Up Calendar	A reminders feature that allows you to create and read dated reminders within OSAS.

Help Menu

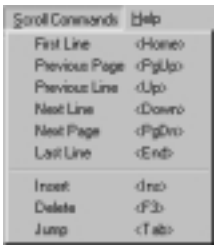
Selection (Key)	Operations
About OSAS	Displays the information about your OSAS installation.
Command Help	Displays the OSAS Key Help screen.
Help (**F1**)	Get information about the field you are working on.
Online Doc (**Shift-F1**)	Opens your .PDF file viewer to display the documentation for your particular application.

Information Menu



The Information menu appears on some function screens in certain applications. The functions on the menu are determined by the applications installed.

Scroll Commands Menu



The Scroll commands menu appears only on screens with scroll regions displaying multiple lines of information.

Selection (Key)	Operations
First Line (**Home)**	Moves the cursor to the first data entry field.
Previous Page (**PgUp**)	Displays the previous page.
Previous Line (**Up**)	Moves the cursor up to the previous line.
Next Line (**Down**)	Moves the cursor down to the following line.
Next Page (**PgDn**)	Displays the following page.
Last Line (**End**)	Moves the cursor to the last data entry field.
Insert (**Ins**)	Allows the insertion of characters between preexisting entries in a field.
Delete (**F3**)	Deletes the selected characters.
Jump (**Tab**)	Moves the cursor to the next section of the screen in some functions.

Inventory Lookup Menu

If you use the Inventory application and the cursor is in an Item ID field, you can use any of the **Inventory Lookup** commands to search for information about items and select an item for entry in the field you are in.

Selection (Key)	Operation
Alias Lookup (**Shift-F3**)	Search for items with a specified alias listed as an alternate item. When you enter the alias, you can use the "*****" and "**?**" wildcard characters to restrict or widen the search.
Customer/Vendor Lookup (**Shift-F4**)	Search for an item based on customer ID or vendor ID. When you enter the customer or vendor ID, you can use the "*****" and "**?**" wildcard characters to restrict or widen the search.
Detail Lookup (**Shift-F5**)	Search for detailed information about an item. You can enter search information in any of the fields that appear, using any of the following wildcard characters to restrict or widen the search: *** ? < > =**.
Lot Lookup (**Shift-F6**)	Search for an item based on lot number. When you enter the lot number, you can use the "*****" and "**?**" wildcard characters to restrict or widen the search.
Serial Lookup (**Shift-F7**)	Search for an item based on serial number. When you enter the serial number, you can use the "*****" and "**?**" wildcard characters to restrict or widen the search.
Description Lookup (**Shift-F8**)	Search for an item based on item description. When you enter the description, you can use the "*****" and "**?**" wildcard characters to restrict or widen the search.

Other Graphical Function Controls

Function Field Inquiry

When the Inquiry button appears next to a field, you can either click on the button or press the **F2** (Inquiry) key.

Graphical Scroll Region Buttons

Use these command in scroll region areas to move between the lines in the region:

Scroll Button	Key	Result
	Home	Moves the cursor to the first line in a scroll region
	PgUp	Moves the cursor to the previous page of lines in a scroll region
	Up	Moves the cursor up one line
	Down	Moves the cursor down one line
	PgDn	Displays the next page of lines in the scroll region
	End	Moves the cursor to the last line in the scroll region

Help Commands

When you use the **Help** (**F1**) command, you can use these commands:

Key	Operation
F6 (Maintenance)	Edit a help screen.
F7 (Exit)	Exit from the help screen and close the window.

In-Field Editing Commands

When the cursor is in a field that contains information, you can use these keys and commands:

Key	Operation
Right	Move the cursor to the right.
Left	Move the cursor to the left.
Del (Delete)	Delete the character the cursor is on.
Ins (Insert on/off)	Switch insert mode on and off. When the **INS** flag appears at the bottom right corner of the screen on the status bar, characters you type push characters after the cursor off to the side. When insert mode is turned off (**OVR** appears on the status bar), characters you type write over existing ones.
Home	Move the cursor directly to the beginning of the field.
End	Move the cursor directly to the end of the field.
Ctrl-Z (Undo)	Restore a field to the way it was before you changed it. You can use this command only while you are in the field; once you move past it, you must use the **Abandon** (**F5**) command to clear the field.
Shift-F9 (Copy field contents)	Copy the contents of the current field.
Shift-F10 (Paste field contents)	Paste the value you copied from a previous field into the current field.

Inquiry Commands

When you use the **Inquiry** command, several other commands become available for you to use in the inquiry window.

The Inquiry windows operate in two modes: Search and Sort. You can toggle between these modes within an Inquiry window by pressing the **Ins** (Insert) key. You can also choose the default mode for the inquiry windows by using the Defaults function on the Resource Manager Workstation Configuration menu.

- In Search mode, you can move through the keys listed by typing progressively larger portions of the key you want to find. For example, when you type **C,** the window displays keys beginning with the letter C. When you next press **A**, the window displays keys beginning with CA, and so on.

- In Sort mode, you can change the order of certain inquiry windows by pressing the letter key associated with the window sort. You can see the available sorts in any inquiry window by selecting **Command Help** from the Help pull-down menu in the inquiry window.

Note

You can also shorten your data search by entering a part of the key before you use the **Inquiry** command. For example, if you know that the ID starts with *JAR*, enter **JAR** in the ID field before you use the **Inquiry** command. The inquiry list will start with *JAR* and run through the end of the list.

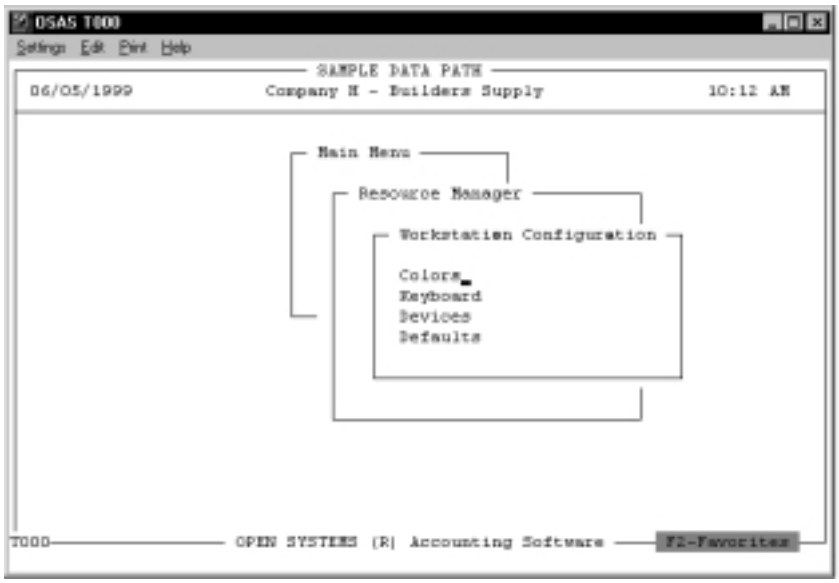
Scroll Button	Key	Result
	Home	Moves the cursor to the first key in the inquiry window.
	PgUp	Displays the previous page of keys in the inquiry window.

Scroll Button	Key	Result
	Up	Moves the cursor up one line.
	Down	Moves the cursor down one line.
	PgDn	Displays the next page of keys in the inquiry window.
	End	Moves the cursor to the last key in the inquiry window.
	Ins	Toggle between Search mode and Sort mode.
	F7 (Exit)	Close the inquiry window without selecting anything.
	Enter	Select the item to which the cursor is pointing.

OSAS Text

The Text menu can be used on all OSAS compatible systems. Using text-based menus, the Text menu (shown below) offers easy access to your applications.

Text Main Menu



When you select an application, the application's menu, which presents several related functions, is superimposed over the Main menu. Selecting a function leads you to a function screen or to another menu.

You can select applications from the Main menu in these ways:

- Use the arrow keys to move the cursor up or down, highlighting the application you want to use. Then press **PgDn** or **Enter** to select it.

- Press the first letter of the application you want to use. The cursor jumps to the first application beginning with the letter, press the letter key or the down arrow until the application you want is highlighted. When your choice is highlighted, press **PgDn** or **Enter** to select it.

- Position the mouse cursor over the application and click. The application will briefly highlight and switch to the application screen.

- To jump to the first application on the menu, press **Home**. To jump to the last application on the menu, press **End**.

To select a function from an application menu, highlight and select your choices the same way you do on the Main menu—with one exception: you can press **PgDn** only when an option leads to another menu, and you must press **Enter** to select a function.

On an application menu you can press **PgUp** to move to the menu immediately above it. If you are several menu levels away from the Main menu, you can return to the Main menu by pressing **PgUp** repeatedly or by pressing the **Tab** key.

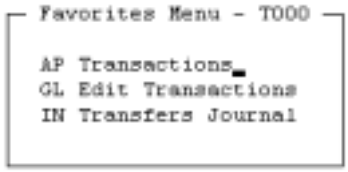
You can exit from a menu in these ways:

- Press the **PgUp** key to go to the previous menu (one menu up)
- Press the **Tab** key to go to the Main menu
- Use the **Exit** (**F7**) command to go to the operating system

Text Favorites Menu

Your Favorites menu saves time in moving between applications, opening and closing submenus and application menus, and allows easy access to your common applications. By setting up your Favorites menu, you can access your most-used functions or submenus by pressing the **F2** key.

Favorites Menu: Text Style



To set up the text-style display follow these steps:

1. Move your cursor to the submenu or application that you want placed in the Favorites menu.

2. Press **F10**.

You can press **F2** to verify your selection was added to your Favorites menu.

To remove an application:

1. Press **F2** to display the Favorites menu.

2. Move your cursor to the submenu or application you want removed.

3. Press **F10**.

Function Keys Used in the Text Menu

Most keyboards have a set of function keys (usually labeled with the letter *F* and a number). Within the menu, commands are assigned to these function keys. You can use the commands to work with data entry screens.

Except for the **Command Help** (**Esc**), the **Jump** (**Tab**) commands, and the **Enter** key, you can use the Keyboard function in Resource Manager to reassign any function key to any command.

Key	Operation
Esc (Command help)	Views the list of commands for the menu. (To close the commands window, press any key.)
F1 (Function Help)	Displays help information for this function.
F2 (Favorites Menu)	Displays the Favorites menu or changes to the regular menu from the Favorites menu.
F3 (Change Company)	Allows you to switch between companies.
F4 (Access Code)	Displays the Access Code prompt.
F4 (twice) (Other Menu)	Opens a menu of utilities. A calculator and Global Inquiry (which consolidates and presents information from other applications) are some of the utilities on the Other Commands menu. See the *Resource Manager User's Manual* for information about the utilities on the Other Commands menu.
F5 (Live/Sample swap)	Switches between live and sample data.
F6 (Workstation Date)	Displays the current workstation date and allows you to change it.
F7 (Exit)	Exits from OSAS.
F9 (Application Setup)	Performs certain application setup tasks. For example, in General Ledger, you can select the year with which you want to work. If Setup is required in an application, the application's user's manual will describe its usage.

Key	Operation
F10 (Add to Favorites)	Allows you to add to and delete from your Favorites menu.
Shift-F2 (Application Info)	Displays information about the applications you have installed.
Shift-F5 (Change menu style)	Switch between text and graphical menu styles without going into Defaults.
Shift-F6 (Toggle GUI screens)	If you are using the graphical version of OSAS, this command toggles between graphical screens and text-based screens for the functions you use.
Shift-F7 (Toggle GUI scaling)	If you are using the graphical function screens, this command toggles screen scaling on and off. When scaling is off (the default setting), the graphical screens become smaller when you use higher monitor resolutions.
PgUp (Start over)	Move back one menu level.
Tab (Jump)	Move back to the Main menu.
Enter	Select a menu or function from a menu.
Up or **Down**	Move the cursor up or down through the menu selections.
Ctrl-G (Bell on/off)	If the bell is turned on, it sounds at an error or when you must verify a command. To turn off the bell, use this command or the Defaults function in Resource Manager. To turn the bell back on, use this command again.

Text Function Commands

Once you select an OSAS application function from the menu, the function screen appears. The way that you enter data on OSAS screens is consistent from function to function. To move around the OSAS screens you use the function commands described below.

Most keyboards have a set of function keys (usually labeled with the letter *F* and a number). In OSAS, commands are assigned to these function keys. You can use the commands to work with data entry screens.

Except for the **Command Help** (**Esc**) and **Jump** (**Tab**) commands and the **Enter** key, you can use the Keyboard function in Resource Manager to reassign any function key to any command.

Key	Operation
Esc (Command help)	View the list of commands for the screen you are on and the field you are in. (To close the window, press any key.)
F1 (Help)	Get information about the field you are working on.
F2 (Inquiry)	Make a selection from a range of entries for a field if the Inquiry flag appears at the bottom of the screen.
F3 Delete)	Delete the information on the screen. Since this command can delete an entire record, use it with caution.
F4 (Other)	Open a menu of utilities. A calculator and Global Inquiry (which consolidates and presents information from other applications) are some of the utilities on the Other Commands menu. See the *Resource Manager User's Manual* for information about the utilities on the Other Commands menu.
F5 (Abandon)	Move the cursor back to the first field on the screen or to the first field after the key field. The entries and changes you made are erased.
F6 (Maintenance)	Go directly to the appropriate File Maintenance function to update information about the field you are in if the Maint flag appears at the bottom of the screen.
F7 (Exit)	Exit from a screen or a window and disregard everything you entered.
F8 (List)	Send the contents of the screen to a printer or a text file.
Shift-F1 (Online Doc)	Opens your .PDF file viewer to display the documentation for your particular application.
Shift-F2 (Information)	Open an Information menu. Each selection on the menu is an information window that you can access if the Info flag appears at the bottom of the screen. Each window contains a category of information about the field you are in.

Key	Operation
PgUp (Start over)	Move the cursor back to the first field on the screen or to the first field after the key field without erasing entries you made.
PgDn (Proceed)	Approve the data on the screen, change the file accordingly, and proceed to the next spot (field or screen).
Tab (Jump)	Move the cursor to the next block of data on the screen or to the next field that requires an entry.
Enter or **Down**	Move the cursor to the next field and accept the data entered.D
Up	Move the cursor up (or back) one field. If you changed the information in the field you were in before you used this command, the change is lost when you move the cursor up.
Ctrl-V (Verification on/off)	If verification is turned on, you must press a key twice to verify that you want to perform that operation.
Ctrl-G (Bell on/off)	If the bell is turned on, it sounds at an error or when you must verify a command. To turn off the bell, use this command or the Defaults function in Resource Manager. To turn the bell back on, use this command again.
Ctrl-F (Quick on/off)	If this option is turned off, the cursor stops at every field possible. To make the cursor skip the fields that do not require an entry, use this command to turn the option on.
Ctrl-O (Show function keys)	If this option is turned on, the applicable function keys are displayed on the screen.

Help Commands

When you use the **Help** (**F1**) command, three commands become available for you to use on help screens.

Key	Operation
F3 (Delete)	Delete the help screen contents. To recover a deleted screen, copy the xxHELP file from the distribution media to the /PROGxx subdirectory (*xx* is the application ID). The copying process overwrites changes you made to other help screens.
F6 (Maintenance)	Edit a help screen.
F7 (Exit)	Exit from the help screen and close the window.

In-Field Editing Commands

When the cursor is in a field that contains information, you can use the following keys and commands:

Key	Operation
Right	Move the cursor to the right.
Left	Move the cursor to the left.
Del (Delete)	Delete the character the cursor is on.
Ins (Insert on/off)	Switch insert mode on and off. When the Insert flag appears at the bottom of the screen, characters you type push characters after the cursor off to the side. When insert mode is turned off, characters you type write over existing ones.
Home	Move the cursor directly to the beginning of the field.
End	Move the cursor directly to the end of the field.
F9 (Undo)	Restore a field to the way it was before you changed it. You can use this command only while you are in the field; once you move past it, you must use the **Abandon** (**F5**) command.

Key	Operation
F10 (Delete to end of line)	Delete the characters in the field to the right of the cursor. If insert mode is turned off and you enter a character in the field's first position, everything in the field is deleted.
Shift-F9 (Copy field contents)	Copy the contents of the current field.
Shift-F10 (Paste field contents)	Paste the value you copied from a previous field into the current field.

Inquiry Commands

When you use the **Inquiry** command, several other commands become available for you to use in the inquiry window. The Inquiry windows operate in two modes: Search and Sort. You can toggle between these modes within an Inquiry window by pressing the **Ins** (Insert) key. You can also choose the default mode for the inquiry windows by using the Defaults function in the Resource Manager.

- In Search mode, you can move through the keys listed by typing progressively larger portions of the key you want to find. For example, when you type **C,** the window displays keys beginning with the letter C. When you next press **A**, the window displays keys beginning with CA, and so on.

- In Sort mode, you can change the order of certain inquiry windows by pressing the letter key associated with the window sort. You can see the available sorts in any inquiry window by pressing **Esc** (**Command Help**).

Note

To shorten your data search, use a partial-key inquiry to cut down the size of the inquiry list. For example, if you know that the ID starts with *JAR*, enter **JAR** in the ID field before you use the **Inquiry** command. The inquiry list will start with *JAR* and run through the end of the list.

Key	Operation
PgUp	Display the previous page of the window.
PgDn	Display the next page of the window.
End	Move directly to the last item on file.
Home	Move directly to the first item on file.
Down	Move down one item.
Up	Move up one item.
Ins (Look up)	Toggle between Search mode and Sort mode.
F7 (Exit)	Leave the Inquiry window without selecting anything.
Enter	Select the item the cursor is pointing to.
Esc (View commands)	Open a window that shows Inquiry window commands and the window ID.

Inventory Lookup

If you use the Inventory application and the cursor is in an Item ID field, you can use any of the **Inventory Lookup** commands to search for information about items and select an item for entry in the field you are in.

Key	Operation
Shift-F3 (Alias Lookup)	Search for items with a specified alias listed as an alternate item. When you enter the alias, you can use the "*****" and "**?**" wildcard characters to restrict or widen the search.
Shift-F4 (Customer/Vendor Lookup)	Search for an item based on customer ID or vendor ID. When you enter the ID, you can use the "*****" and "**?**" wildcard characters to restrict or widen the search.

Key	Operation
Shift-F5 (Detail Lookup)	Search for detailed information about an item. You can enter information in any of the fields that appear, using these wildcards to restrict or widen the search: *** ?** < > =.
Shift-F6 (Lot Lookup)	Search for an item based on lot number. When you enter the lot number, you can use the "*****" and "**?**" wildcard characters to restrict or widen the search.
Shift-F7 (Serial Lookup)	Search for an item based on serial number. When you enter the serial number, you can use the "*****" and "**?**" wildcard characters to restrict or widen the search.
Shift-F8 (Description Lookup)	Search for an item based on item description. When you enter the description, you can use the "*****" and "**?**" wildcard characters to restrict or widen the search.

Report Commands

You can use the following commands when a report is displayed on the screen:

Key	Operation
PgUp	Move to the previous page of the report.
PgDn	Move to the next page of the report.
Home	Move directly to the top of a group of pages.
End	Move directly to the bottom of a group of pages.
F7 (Exit)	Exit to the menu from any point in the report.
Left	Move left one character.
Right	Move right one character.
Tab (Toggle)	Toggle between the left and right halves of a report.
Up/Down	Move a line up and down the screen to line up information when you toggle between halves of a report.

Scroll Region Commands

When the prompt (>) is in a line-item scroll region, you can use the following commands:

Key	Operation
Down (Next Line)	Move down one line item.
Up (Previous Line)	Move up one line item.
PgUp (Previous Page)	Move to the previous screen or to the first line if you are on the first screen.
PgDn (Next Page)	Move to the next screen or to the last line if you are on the last screen.
Home (First Line)	Move to the first line item in the entire list.
End (Last Line)	Move to the last line item in the entire list.
F3 (Delete)	Delete the line item at the prompt (>).
Ins (Insert)	Insert a line item at the prompt (>).
Enter (Edit)	Edit the line item at the prompt (>).

Reports

Selecting a Range of Information

To produce a report, you must specify the amount of information you want in the report.

- To produce a report that includes all the available information, leave the From-Thru fields on the report function screen blank. For example, if you want information about all the vendors to be in a report, leave the Vendor ID From and Thru fields blank.

- To limit the amount of information in the report, enter the range of information in the From-Thru fields. For example, if you want a report to include information only about vendor ACE001, enter ACE001 at both From and Thru. If you want the report to include information only about vendors that start with CO, enter CO at From and COZZZZ at Thru.

Each field where you enter information on a report function screen usually restricts the overall output of the report. For example, if you leave the Vendor ID From and Thru fields blank, the report will contain information about all the vendors. But if you enter invoice 100 in the Invoice Number From and Thru fields, and invoice 100 is assigned only to vendor ACE001, the report includes information only about vendor ACE001.

Sorting

Information for reports is sorted first by a space (_), then by characters, then by digits, then by uppercase letters, and finally by lowercase letters. No matter what you enter in the From and Thru fields, however, your entries are sorted in alphabetical order (unless the function provides an option to sort the information differently).

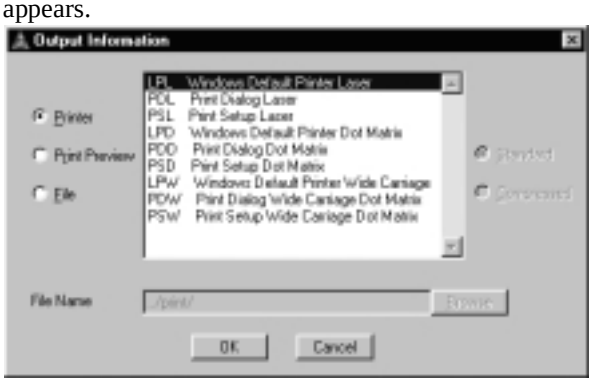
Sorting by alphabetical codes or IDs is easy. For example, the ID *ACL* comes before the ID *BB* because A comes before B.

But take notice when you enter codes or IDs that consist of something other than letters; the order might not be what you expect. For example, if 20 items are labeled 1 through 20 and you want all of them to be in a report, you might enter 1 at From and 20 at Thru, expecting them to be listed 1, 2, 3. . . 19, 20. However, since OSAS sorts in alphabetical order, they are listed in a different order: 1, 10–19, 2, 20, 3–9.

To prevent that situation, pad extra spaces in codes and IDs with zeros so that numbers in alphabetical order are also in numerical order. In the example above the items would be labeled 00000000000000000001 through 00000000000000000020.

Output the Report

When you use the **Proceed** (**OK**) command, the Output Information screen appears.



To print the report

- Select **P**rinter and choose the printer. On some reports, you can also choose whether to print the report in standard-size print or in compressed print.

- Click **OK** (or press **Enter** in text mode) to continue.

To view the report in Print Preview mode

- Select P**r**int Preview and choose the printer. On some reports, you can also choose whether to print the report in standard-size print or in compressed print.

- Click **OK** (or press **Enter** in text mode) to continue.

To save the report as a File

If you want to save the report as a data file—for example, to include it in a word-processed report (in CR-LF format)—select File. The data path for the workstation, including the default drive, appears if it is specified in the Defaults function. Enter the filename and file extension, using no more than 35 characters overall.

Installation and Conversion 2

Installation 2-3
Conversion 2-5

Installation

Before You Install Accounts Payable

Make sure your system meets these minimum requirements before you install Accounts Payable.

The Accounts Payable system needs a minimum of 15 megabytes (15Mb) of disk space to work correctly with programs, sample data, data dictionaries, system files, and graphics files. Having more disk space available is necessary for the data files you will create and maintain.

The OSAS system requires at least one megabyte (1Mb) of main memory to run. More memory may be necessary in certain environments and operating systems.

Installing Accounts Payable

Use the Install Applications function in Resource Manager (see the *Resource Manager User's Guide*) to install Accounts Payable. No special considerations need to be made for Accounts Payable when you use the function.

Setting up Accounts Payable

Once you have installed Accounts Payable on your system, you must prepare your data files for everyday use.

You can prepare files for use with Accounts Payable in one of two ways: you can create and set up your files manually on a new system, or you can convert your old files when you upgrade from an earlier version. To create files on a new system, use the Data File Creation function on the Company Setup menu in Resource Manager (see the *Resource Manager User's Guide*). For instructions on converting your files, see the *Conversion* section later in this chapter.

If you plan to use General Ledger, Inventory or Job Cost with Accounts Payable, you must set up those applications before you set up Accounts Payable.

Accounts Payable and Purchase Order

If you plan to install Purchase Order, install it immediately after installing Accounts Payable. See the *Purchase Order User's Manual* for information about installing Accounts Payable and Purchase Order at the same time.

Conversion

If you use an earlier version of OSAS Accounts Payable, you can convert your files from the older version to the current version.

When you are ready to convert files, use the Data File Conversion function on the Company Setup menu in Resource Manager (see the *Resource Manager User's Guide*) to upgrade Accounts Payable data files. You can upgrade from version 3.2, 4.xx, 5.xx, or 6.0x. If you want to convert to version 6.1 from a version earlier than 3.2, contact a client support representative.

Note

You must install the new version of Accounts Payable before you convert files. You can replace and update the programs properly only by using the Install Applications function in Resource Manager.

You must set up tax information in Resource Manager before converting Accounts Payable. If tax information is not set up, the conversion will not execute. See the *Resource Manager User's Manual*.

Before you convert an application's files, make note of the version number of the application you are converting from. The Data File Conversion function has no way of determining the information from within the function.

Consider Your Setup

Before you try to convert your version of Accounts Payable to the current version, consider the exact setup of your system. Since OSAS code can be customized, modifications to your system might be lost if you install a new version of a program or update a file. If you are not sure whether your system is ready for conversion, consult your value-added reseller.

Because of the ways tax information is stored in Accounts Payable and depending on which other applications you are using, you must follow several steps to convert existing Accounts Payable data.

If you are converting from version 4.5x to 6.1 and you are using Accounts Receivable, you have two choices:

- Convert Accounts Receivable files from 4.5x to 6.1 first; then convert Accounts Payable from 4.5x to 6.1.

- Create Resource Manager files first; then set up tax location and tax group information before converting Accounts Payable from 4.5x to 6.1 (see the *Resource Manager User's Manual*).

If you are converting from version 4.5x to 6.1 and you do not have Accounts Receivable on your system, you must create Resource Manager files first. Then set up tax location and tax groups information before converting Accounts Payable from 4.5x to 6.1.

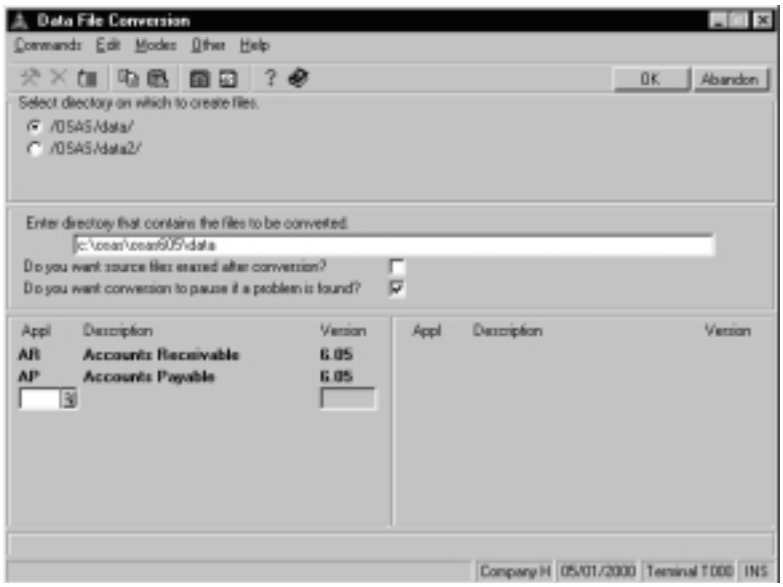
If you are converting from version 5.0x to 6.1, whether you are using Accounts Receivable or not, you have two options:

- Convert Resource Manager from version 5.0x to 6.1.

- Create Resource Manager files; then set up tax location and tax groups information before converting Accounts Payable. (This method is recommended only if you want to reenter all tax information.)

Converting to Version 6.1

Select **Data File Conversion** from the Company Setup menu in Resource Manager. The function screen appears.



1. The system displays all valid OSAS data paths. Select the destination directory where your new data files will reside.

2. Enter the path (drive and directory) that has the files you want to convert. You cannot enter the same path as the path you selected as the destination.

3. If you want source files to be erased after conversion, check the box (or enter **Y** in text mode); if not, uncheck the box (or enter **N** in text mode).

4. If you want the conversion process to pause if a problem occurs, check the box (or enter **Y** in text mode); if not, uncheck the box (or enter **N** in text mode). The system considers file corruption or evidence of data not converting correctly a problem.

5. Enter **AP** in the Appl column; *Accounts Payable* appears.

6. Enter your earlier version number of Accounts Payable, and press **Enter**. (You can determine the version by looking at the copyrights screen when you start OSAS, or in most versions, by using the **Information** (**Shift-F2**) command on the menu screen.)

7. If data files already exist for Accounts Payable in the intended destination path, the **AP data files exist. Do you want this task to erase them?** prompt appears. If you want to erase the existing files and convert the files from the version in the source path, select **Yes** (or enter **Y** in text mode); if not, select **No** (or enter **N** in text mode). If you elect not to erase existing files, you must change your directory choices so that no conflict exists.

8. To convert, use the **Proceed** (**OK**) command.

9. The **Do you want a printout of error log after each application**? prompt appears. If you want the error log to be produced after files are converted for each application, select **Yes** (or enter **Y** in text mode); if you want the log to be produced after files for all applications are converted, select **No** (or enter **N** in text mode). If you are converting only Accounts Payable files, your answer to this prompt makes no difference.

10. If a problem occurs and you indicated that you want the system to pause when a problem occurs, a prompt alerts you. To stop the conversion process, select **Yes** (or enter **Y** in text mode). To let the conversion run its course and investigate later, select **No** (or enter **N** in text mode).

11. When the process is finished, the files are converted. Select the output device for the error log.

After conversion is finished and the error log is produced, the Main menu—with Accounts Payable added—appears.

Setup 3

Setup Considerations 3-3
Setup Checklist and Functions 3-7

Setup Considerations

After you have installed the software for the first time, or after you have upgraded the software, you must set up the Accounts Payable system. Follow the setup procedures carefully; the choices you make determine how the system will operate.

To properly set up the Accounts Payable system, you need to gather and organize your accounting data. You need the following information:

- a chart of accounts for your business
- purchasing and payment cycles
- identification and credit information about your vendors
- previous- and current-year purchase, returns, and receipts history organized by vendor

Codes and IDs

When you set up Accounts Payable, you assign codes and IDs to tell the system how to identify each item on file. The system uses these identifiers to organize the information in reports and inquiry windows.

The system arranges code characters in a particular order. In the following list codes and IDs are sorted from lowest to highest, and dashes represent blank spaces.

— — — — — 0
— — — — — 1
— — — — — Z
— — — — — a
— — — — — 01
— — a — — —
0 0 0 0 0 0
0 0 0 0 0 1
1

The organization of these codes illustrates the following principles:

- The system reads codes from left to right until it finds something other than a blank space.

- Items that make up a code are *always* listed alphabetically. The items are listed in this order for each position:

  blank spaces
  characters (-, *, /, and so forth)
  numbers (0–9)
  uppercase letters (A–Z)
  lowercase letters (a–z)

Alphabetical rules are not intuitive when numbers are involved. Numbers are sorted as if they were letters: When the first characters of several IDs are compared, the ID with the smallest first character is placed first in the list. If the first character of the IDs is the same, the second characters are compared and the ID with the smallest second character is placed first in the list. This comparison is made for each character in the range of IDs until the IDs are clearly in alphabetical order.

If you use numbers for IDs, pad them with zeros so that they are all the same length and numeric rules can hold true. For example, in alphabetical sorting ID 112 comes before ID 60, since anything that starts with 1 comes before anything that starts with 6 *alphabetically.* If ID 60 were ID 000060 and ID 112 were ID 000112, ID 000060 would be listed first, since 060 is less than 112 alphabetically and numerically.

When you assign IDs and codes, establish a format that makes sense for your business and use it consistently. The following suggestions may help:

- To prevent organization problems, use zeros to make all IDs the same length. If IDs are divided into more than one part, the parts should be the same length in every ID. Do not use spaces to divide IDs into more than one part. For example, use ACE-01 and ACE-11 instead of ACE-1 and ACE-11 or ACE 01.

- If you use letters in IDs, use either all uppercase or all lowercase letters so that the IDs can be sorted correctly.
- Use descriptive IDs. For example, WIN001 and WIN002 are more descriptive IDs than 000001 and 000002. (If you already use a numbered system, you might want to stick with it.)
- If you want to sort items by a particular attribute—name or group—put the attribute in the ID. For example, to organize vendors by name, put the first characters of the name in the vendor ID.
- To ensure that you can insert new items into a sequence, use a combination of letters and numbers that leaves room in the sequence for later additions. For example, setting up two consecutive IDs of WIN001 and WIN005 leaves room for three vendors in between.

Setup Checklist and Functions

Follow the steps below to set up the Accounts Payable system. See the *Resource Manager User's Manual* for steps 1 and 2. Steps 3–9 are explained in this section.

1. Build the RMTDxxx (Tax Location Detail) and the RMTHxxx (Tax Location Header) files.
2. Build the RMGCxxx (Group Code) file.
3. Set up Accounts Payable options and interfaces.
4. Build the tables.
5. Set up the APVExxx (Vendor) file.
6. Build the APRHxxx and APRLxxx (Recurring Entries) files.
7. Enter initial balances.
8. Set up access codes.
9. Create a backup schedule.

Options and Interfaces

An application can be interfaced to work in conjunction with other applications. Accounts Payable can be interfaced with General Ledger, Job Cost, Bank Reconciliation, and Inventory.

General Ledger

When Accounts Payable is interfaced with General Ledger, posting in Accounts Payable makes entries in the GLJRxxx (Journal) file for transactions that affect the ledger (such as sales tax, freight, miscellaneous expenses).

Job Cost

When Accounts Payable is interfaced with Job Cost, posting in Accounts Payable updates Job Cost-related information in the Job Cost job and phase records. When you enter invoices, refer to the Job Cost Jobs and Phases List for vendor IDs and contract numbers.

Bank Reconciliation

When Accounts Payable is interfaced with Bank Reconciliation, you must specify the ID of the bank account for the checks that are written. When you post checks, summary disbursement entries of the checks are created in the BRTRxxx (Transactions) file in Bank Reconciliation for the bank ID.

Inventory

As you enter transactions, inventory quantities and costs are updated online. If you are keeping detail and summary history in Inventory, Accounts Payable updates them as each action is completed.

Transaction Batching

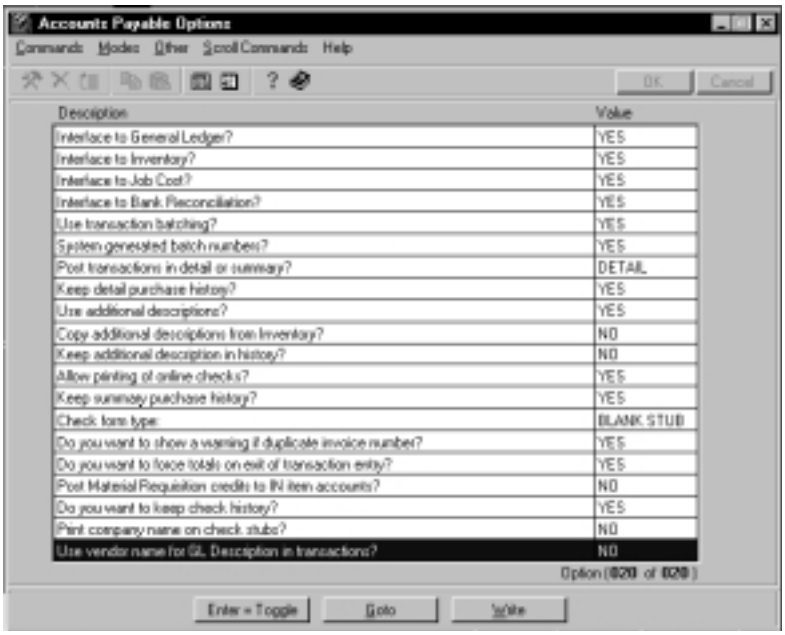
If you use transaction batching, you can group like transactions to better control daily work and analyze reports. Transactions can be batched into groups such as:

- Daily
- Weekly
- By person (whether sales or entry)
- Location
- Item

Options and Interfaces Screen

Select **Options and Interfaces** from the Resource Manager Company Setup menu. The Options and Interfaces screen appears.

The name of the company you are working with is displayed. Specify whether the Options table is *shared* or *owned.* (See the *Resource Manager User's Manual* for information about Options tables.) Then enter **AP** as the application ID. The Accounts Payable Options screen appears.


Accounts Payable Options
Commands Modes Other Scroll Commands Help
OK Cancel
Description Value
Interface to General Ledger? YES
Interface to Inventory? YES
Interface to Job Cost? YES
Interface to Bank Reconciliation? YES
Use transaction batching? YES
System generated batch numbers? YES
Post transactions in detail or summary? DETAIL
Keep detail purchase history? YES
Use additional descriptions? YES
Copy additional descriptions from Inventory? NO
Keep additional description in history? NO
Allow printing of online checks? YES
Keep summary purchase history? YES
Check form type: BLANK STUB
Do you want to show a warning if duplicate invoice number? YES
Do you want to force totals on exit of transaction entry? YES
Post Material Requisition credits to IN item accounts? NO
Do you want to keep check history? YES
Print company name on check stubs? NO
Use vendor name for GL Description in transactions? NO
Option (020 of 020)
Enter = Toggle
Goto
Write

To toggle an option (for example, between YES and NO), press **Enter**.

When you are finished selecting options, press **W** to save your entries. Then exit to the Options and Interfaces screen. Select another application whose options and interfaces you want to change, or exit to the Resource Manager Company Setup menu.

1. Toggle to **YES** or **NO** to indicate whether or not you want to interface Accounts Payable with General Ledger, Inventory, Job Cost, and Bank Reconciliation.

   The interface options work independently of each other. You can respond to them with any combination of YES and NO answers.

2. Toggle to **YES** or **NO** to use transaction batching during your daily operations.

3. Toggle to **YES** to allow the system to generate batch numbers automatically. Toggle **NO** to manually create the batch numbers.

4. Toggle to **DETAIL** or **SUMMARY** to indicate whether you want to post transactions in the GLJRxxx file by line item or by totals. This option is not used if Accounts Payable is not interfaced with General Ledger.

5. Toggle to **YES** or **NO** to indicate whether or not you want to keep history information for each line item of each purchase or miscellaneous debit. If you select NO, the APHIxxx (Detail History) file is not used.

6. Toggle to **YES** or **NO** to indicate whether or not you want to be able to enter 1 to 10 lines of additional descriptions for line items. If you select NO, the APDExxx (Additional Descriptions), APHDxxx (Additional Descriptions History), and APRDxxx (Recurring Additional Descriptions) files are not used.

7. Toggle to **YES** or **NO** to indicate whether or not you want additional descriptions to be copied to a line item from Inventory during transaction entry.

8. Toggle to **YES** or **NO** to indicate whether or not you want to keep additional description history. If you select NO, the APHDxxx (Additional Descriptions History) is not used.

9. Toggle to **YES** or **NO** to indicate whether or not you want to be able to print online checks during transaction entry.

10. Toggle to **YES** or **NO** to indicate whether or not you want to keep history information for the totals of each purchase or miscellaneous debit. If you select NO, the APHSxxx (Summary History) file is not used.

11. Toggle to **BLANK STUB**, **LASER**, or **PREPRINTED** to indicate whether you want to print checks on blank stubs, laser forms, or preprinted stubs. If you select BLANK, the company address and purchase order number are not printed on the checks.

12. Toggle to **YES** or **NO** to indicate whether or not you want the system to warn you when you enter duplicate invoice numbers (when you enter the same number twice). If you select YES, you can still move past the warning.

13. Toggle to **YES** or **NO** to indicate whether or not you want the system to force you to enter totals when you exit from the Transactions function. If you select YES, you cannot exit from the Transactions function without entering totals for the transaction.

14. Toggle to **YES** or **NO** to indicate whether or not you want material requisition credits to be posted to inventory item accounts.

15. Toggle to **YES** or **NO** to indicate whether or not you want to keep check history. If you select NO, the APHCxxx (Check History) file is not used.

16. Toggle to **YES** or **NO** to indicate whether or not you want to print company names on checks.

17. Toggle to **YES** or **NO** to use GL Descriptions in the transaction description.

Tables

Tables store information relating to the system, data, options, and default settings for other applications.

Note

Use tables only to enter and store data. Do not delete lines or rearrange the account descriptions. The system looks for information by the position of the lines in the table.

You must set up the following tables before you build the Accounts Payable data files:

- APGLxxx
- APPDxxx
- DFxxxx
- DMxxxx
- DISCxxx
- D1099xxx
- F1099
- FORMxxx
- MRGLxxx
- QCxxxx
- QDxxxx
- QExxxx
- QHxxxx
- QMxxxx
- QPxxxx
- QXxxxx
- QZxxxx

You can set up the APGLxxx, DISCxxx, D1099xxx, and MRGLxxx tables for individual companies and/or all companies that are in the system. You can set up one table for all the companies that are alike, and you can set up one table for each company that is different.

For example, you can set up table APGL for companies that post accounts payable transactions to the same general ledger accounts; and you can set up table APGLA01 for company A01, APGLB01 for company B01, and so forth if those companies post accounts payable transactions to different general ledger accounts.

These tables are identified by a four- or five-character prefix and a three-character suffix. The prefix is the table name—APGL for general ledger accounts, for example. The suffix is a company ID or a systemwide table. If you delete a company-specific table, that company uses the generic table. For example, if you delete table APGLA01, company A01 uses the APGL table.

You must set up the F1099 table for all companies in the system. Because all companies share the table, you cannot assign a suffix to it.

You must set up one APPDxxx table for each company in the system—for each company, you must assign a corresponding suffix to the APPDxxx table.

The FORMxxx table tracks the last check number and is created when you enter the online check or print checks.

Each Defaults table (DFxxxx, DMxxxx) and each Quick-Entry table (QCxxxx, QDxxxx, QExxxx, QHxxxx, QMxxxx, QPxxxx, QXxxxx, and QZxxxx) is identified by a two-character prefix and a four-character suffix. The prefix is the table name—DF for Defaults, QP for Quick-Entry Purchases, and so forth. The suffix is a terminal ID, a company ID, or a systemwide table (without a suffix).

You can set up the Defaults and Quick-Entry tables for the following situations:

- Assign each table to a particular terminal. For example, you can assign table DFT001 to terminal T001.
- Assign each table to all terminals in a particular company. For example, you can assign table DFA to all terminals in company A.
- Set up each table as a general table for several companies to use. For example, you can set up table DF for the companies that use the same defaults.

If you have three companies—A01, B01, and C01—you might want the terminals in companies A01 and B01 to share table DF. You might want company C01 to have some of its terminals use a set of defaults specific to each one, while other terminals share values that are common among themselves but specific to company C01.

Companies A01 and B01 can share table DF; no table has the label DFA or DFB. Company C01 can have table DFC, to be used for the terminals in company C01 that do not need their own set of defaults. Each terminal in company C01 that needs its own set of defaults can have its own table; for example, terminal T001 has table DFT001.

Note

The system treats all terminals with the same ID the same way, so you may want to make sure that each terminal ID is unique. For example, if you have two T001 terminals, one in company A01 and one in company C01, the DFT001 table applies to both terminals regardless of the fact that they are in different companies.

When you enter or edit transactions, the system first tries to find a table with a terminal suffix specific to your terminal. If it cannot find one, it looks for a table for the company you are working in. If it cannot find one, it uses the systemwide table. For example, if you are using quick entry to enter a purchase for company A01 on terminal T001, the system first looks for QPT001. If it cannot find table QPT001, it looks for QPA. If it cannot find table QPA, it uses the systemwide table QP.

If the system cannot find any applicable table (perhaps because the systemwide table was accidentally deleted), an error message appears and you must rebuild the table.

Vendors

The APVExxx file stores general and historical information about the vendors you do business with. You must set up the file before you begin processing accounts payable transactions.

General Information

Enter each vendor's name, address, phone and fax numbers, contact, information about where to send payments, code and payment information, and 1099 information. You can also enter the vendor's Internet web site address and the contact's e-mail address.

If you use the detail method to enter initial balances in the Vendors function, do not enter the amount due and prepaid.

Vendor Codes

If the vendor provides a set discount when you pay bills promptly, enter the code used to describe the discount percentage and the number of days in which you must pay to receive the discount.

You can establish distribution codes so that you can allocate general ledger accounts for payables, sales tax, freight, or miscellaneous charges.

You can assign vendor classes and payment priorities as additional sort criteria for General Report Writer reports, and you can organize the Vendor Purchase History Report by vendor class. Vendor classes and payment priorities are arbitrary attributes; the information is stored only with the vendor record.

If you do not want to pay a vendor for some reason, you can put the vendor on hold. When you enter transactions for the vendor, a message appears to alert you to the situation.

You cannot pay invoices for a vendor that is on hold. When you prepare checks, an error message printed in the Prepare Checks Log informs you that the vendor is on hold.

To track the sales tax you pay to vendors, set up the tax groups before you enter transactions. The RMTDxxx file accumulates sales tax for the groups you set up. See the *Resource Manager User's Manual* for information about setting up tax groups.

The system calculates sales tax based on tax classes and the tax group. You assign tax classes for transactions, and you assign tax groups to vendors.

If you usually send purchase and miscellaneous debit transactions for a vendor to a particular account, enter the GL account number. You can override the account when you enter accounts payable transactions.

If a vendor requires a 1099 form, enter the vendor's taxpayer identification number and the payment type. See the federal tax circular for information about the payment types.

Indicate whether the Internal Revenue Service notified your company twice in the past three years that the vendor's tax identification number is incorrect. If it did, the 2nd TIN Not box on the form will be checked when you prepare a 1099 form for the vendor.

Historical Information

Whether you enter historical information depends on the method you use to enter initial balances. See information about the Vendors function (see page 11-3) before you enter the vendor records.

Vendor Comments

You can enter comments about vendors on the Vendor Comments screen. When you enter accounts payable transactions, you can use the **Information** (**Shift+F2**) command to access a vendor's comments.

Comments are stored in the APVCxxx (Vendor Comments) file, not in the APVExxx file.

For more information about entering vendor records, refer to Vendors (see page 11-3).

Recurring Entries

If you make payments to some vendors on a regular schedule, you can set up recurring payments records for those vendors and then copy them to the APTDxxx and APTHxxx (Transaction) files when they come due.

Note

You can set up only noninventory recurring entries.

Recurring Numbers

Numbers for recurring entries can be eight characters long. If you are adding Purchase Order to Accounts Payable and you are using system-generated purchase order numbers, you should start your recurring numbers with a character other than a number—for example, RE000001, RE000002, and so forth. When you copy recurring orders in Purchase Order, the system places an *R* at the beginning of the order number. The recurring number is not related to the transaction number or the order number. See the *Purchase Order User's Manual* for information about system-generated order numbers.

Run Codes

A run code is a unique number that you assign to each recurring entry. You copy recurring entries to the APTDxxx and APTHxxx files by run codes.

You might want to set up run codes to reflect when you will copy them to the APTDxxx and APTHxxx files. For example, you might assign code 01 for entries you will copy on the first of each month, 15 for those you will copy on the fifteenth of each month, and so forth.

You can use the Purge Selected files function (see page 9-21) to purge entries from the APRHxxx and APRLxxx files by cutoff dates. Entries with a cutoff date before the date you specify are purged from the APRHxxx and APRLxxx files.

For more information about establishing recurring entries, see page 11-15.

Initial Balances

After you have set up the vendor records, build the APINxxx (Open Invoice) file to set up initial vendor balances. If you are not setting up Accounts Payable at the beginning of the year and if you are keeping detail and summary history, you must also enter purchasing history.

If you have Accounts Payable and Purchase Order, use the setup instructions in the *Purchase Order User's Manual* to enter the initial balances.

You can use the summary method or the detail method to set up the initial vendor balances and open invoices.

Summary Method

The summary method is quicker than the detail method, but it does not provide complete purchasing history. First enter a summary amount in each vendor record for the period-, quarter- and year-to-date and last-year purchases and payment history. Then enter outstanding transactions.

The summary method consists of the following steps:

1. Enter purchase and payment history information for each vendor in the Vendors function (see page 11-3).

2. Enter outstanding invoices in the Transactions function (see page 5-3). If you made payments against the invoices, enter them in the Amt Paid field on the totals screens.

3. Post the outstanding transactions you entered in step 2. This step builds the APINxxx file.

4. Enter outstanding material requisitions in the Enter Material Requisitions function (see page 6-3).

5. Post the requisitions (see page 6-23).

Detail Method

The detail method provides complete purchasing history, but it is more time-consuming than the summary method. You must leave the amount fields in the vendor records blank and enter and post all transactions from the beginning of the year.

The detail method consists of the following steps:

1. Leave the history fields (except last-year's values) in the vendor records blank.

2. Use the Transactions function, to enter the invoices for the first general ledger period. If you made payments against the invoices, enter them in the Amt Paid field on the totals screens.

3. Post the transactions you entered in step 2 in the Post Transactions function (see page 5-33).

4. Enter material requisitions and returned requisitions for the first general ledger period in the Enter Material Requisitions function (see page 6-3).

5. Post the requisitions you entered in step 4 in the Post Material Requisitions function (see page 6-23).

6. Repeat steps 2–5 until you reach the current date.

Access Codes

To safeguard your system, prevent access by unauthorized people. Use the Resource Manager Access Codes function to set up access codes on your system. You can set up access codes for the Accounts Payable system itself, for menus in the system, and for individual functions. To control users' access to menus and functions, you can set up an access code for each user or group of users that performs the same functions.

A Code for Each Company

Access codes are company-specific. When you set up an access code for a user, the code is assigned the company you are in.

Because the codes are company-specific, you must set up a code for each company a user needs to access. You can use the same code for each company so that the user does not need to remember different codes. For example, you can set up the access code CHARM for companies A01, B01, and C01 so that a user can use the same code for each company.

What Should Be Protected

Because of the sensitive nature of some of the information in the Accounts Payable data files and reports, you should limit access to the functions that provide confidential information or are sensitive to change. For maximum security, protect the Accounts Payable application itself, each of the Accounts Payable menus, and the individual functions.

After you have set up your access codes, print a list of the codes and store it in a safe place.

For more information about access codes, see the *Resource Manager User's Manual.*

Backup Schedule

Plan a backup schedule before you begin day-to-day operations.

You can lose files because of disk drive problems, power surges and outages, and other unforeseen circumstances. Protect yourself against such an expensive crisis by planning and sticking to a backup schedule.

Backing Up Data Files

Back up your Accounts Payable data files whenever they change—every day or every week—and before you run the following functions:

- Post Transactions
- Post Material Requisitions
- Post Payments
- Periodic Maintenance
- Purge Selected Files
- Purge Vendor Comments

Backing Up System Files

Once a month or so, back up your programs and system files. Even though these files seldom change, backup media can be damaged or deteriorate, so it pays to have a fresh copy in storage in case you need it.

Backup Media

Keep more than one set of backups in case one set is bad or damaged. Rotate the sets of backup media, keeping one set off-site.

Use Resource Manager

Use the Backup function on the Resource Manager Data File Maintenance menu to back up files.

Note

You must back up all the files in the data path for a particular list of companies at once to ensure that you have up-to-date copies of the system files. Do not try to use operating system commands to back up only a few files that have been changed; if you do, your system may not work after you restore them. The Backup function backs up all the data files for a specified company in a data path at one time.

Information Inquiry 4

Vendors and Invoices	4-3
Invoices	4-9
Detail History	4-11
Summary History	4-15

Introduction

Use the functions in this chapter to look at information about vendors, invoices, and history. You cannot use the Information Inquiry functions to add or change information.

You can use these functions at any point in your work cycle. Once transaction information has been posted, you can use the Vendors and Invoices function to look at information about vendors and their invoices. You can also use the Invoices function to look at information about invoices.

You can use the Summary History function and the Detail History function if you elected to keep detail history in the Resource Manager Options and Interfaces function.

Vendors and Invoices

Use the Vendors and Invoices function to look at vendor records and open invoices.

To add to or change this information, use the Vendors function (see page 11-3).

Vendors and Invoices Screen

Select **Vendors and Invoices** from the Information Inquiry menu. The inquiry screen appears.

Inquiry

1. Enter the ID of the vendor whose information you want to look at.
2. Use the commands on the command bar to find the information you need:

   Vendor, **First**, **Last**, **Next**, **Previous**, **History**, **Invoices**, **Comments**

Looking at a Different Vendor Record

To look at a different vendor record, press **V**. Then enter the vendor ID.

To look at the first vendor record on file, press **F**.

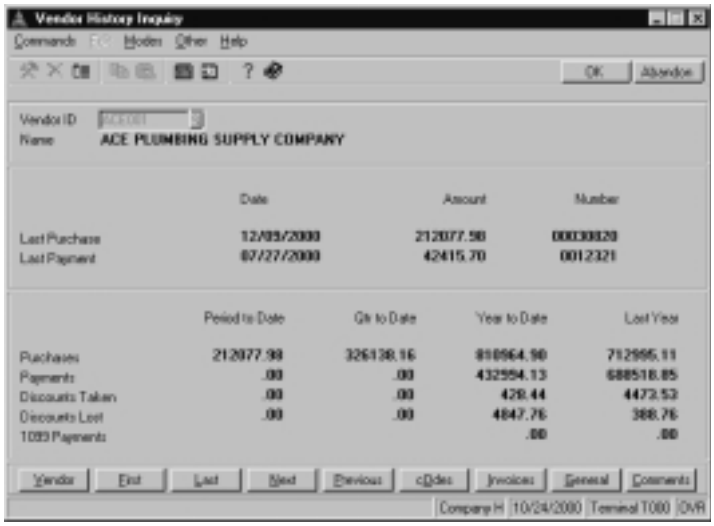
To look at the last vendor record on file, press **L**.

To look at the next vendor record on file, press **N**.

To look at the previous vendor record on file, press **P**.

Looking at Vendor History

To look at the purchase and payment history for the vendor, press **H**. The Vendor History Inquiry screen appears.

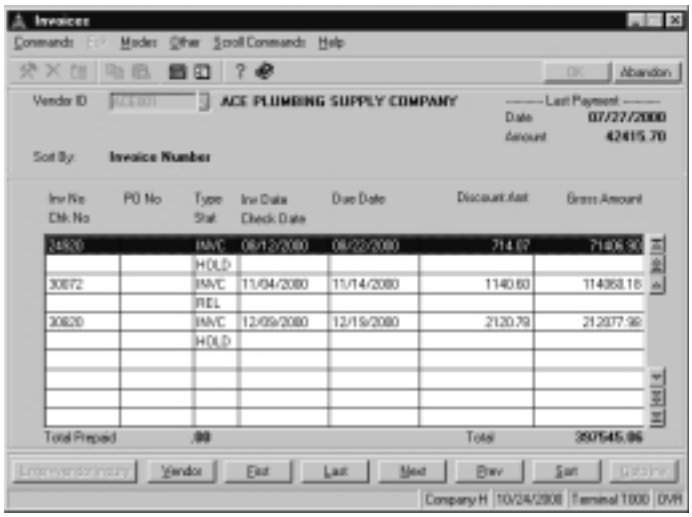


The displayed information comes from the APVExxx (Vendor) file and is entered in the Vendors function.

When you are finished looking at the information, press **Enter** to return to the Vendor Inquiry screen.

Finding Invoices From a Vendor

To scan invoices from the vendor you selected, select **I**. The Invoices screen appears.



Use the commands on the command bar to find the information you need:

Enter = vendor inquiry, **Vendor**, **First**, **Last**, **Next**, **Prev**, **Sort**

To return to the Vendor Inquiry screen, press **Enter**.

To look at open invoices for a different vendor, press **V**. Then enter the vendor ID.

To look at open invoices for the first vendor on file, press **F**.

To look at open invoices for the last vendor on file, press **L**.

To look at open invoices for the next vendor on file, press **N**.

To look at open invoices for the previous vendor on file, press **P**.

To sort the invoices a different way—by invoice number (the default), invoice date, or invoice due date—press **S** until the sort option you want appears and the invoices are displayed in the order you want. If Accounts Payable is interfaced with Job Cost, each sort option is available with the job ID for six options overall.

Codes Inquiry for a Vendor

To view the Vendor Codes for the vendor you selected, press **O**. The Vendor Codes Inquiry window appears.

Use the commands on the command bar to find the information you need:

Vendor, First, **Last**, **Next**, **Previous**, **History, Invoices, General, Comments**

To look at open invoices for a different vendor, press **V**. Then enter the vendor ID.

To look at open invoices for the first vendor on file, press **F**.

To look at open invoices for the last vendor on file, press **L**.

To look at open invoices for the next vendor on file, press **N**.

To look at open invoices for the previous vendor on file, press **P**.

To view the history file for the selected vendor, press **H**.

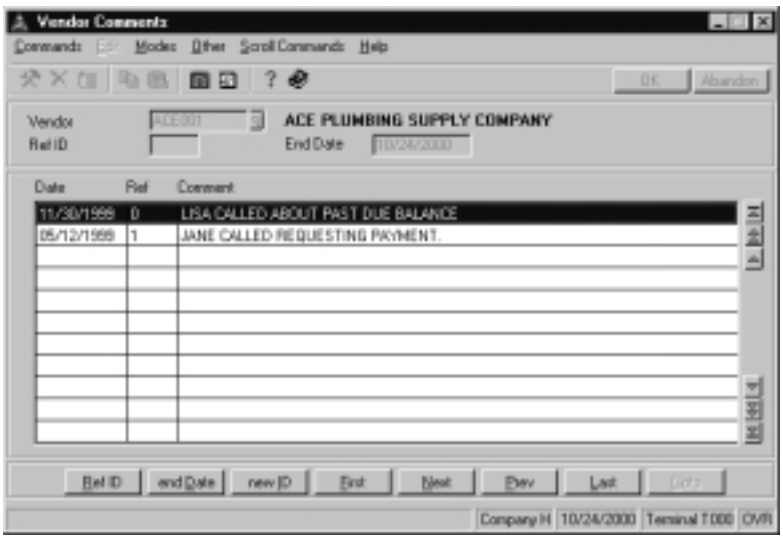
To view the invoices for the vendor, press **I**.

To return to the Vendor Inquiry screen, press **G**.

To view any vendor comments, press **C**.

Looking at Comments for a Vendor

To look at the comments about the vendor you selected, press **C**. The Vendor Comment Inquiry window appears.



1. Enter the reference ID for the comments you want to look at, or press **Enter** to look at the comments for all reference IDs.

2. Enter the date of the most recent comment you want to look at, or press **Enter** to look at all comment dates.

References can indicate a hierarchy. For example, your company might assign reference number 0 to comments on invoices considered crucial. Those comments would appear first in comments windows.

Sequence numbers are automatically incremented according to order of entry within the same date. For example, if you entered three invoices on 12/15, they would carry sequence numbers 001, 002, and 003 in the order you entered them.

The date, reference, sequence number, and text that appear depend on the reference ID and end date you entered (if any). The comments are arranged by date—the most recent date first—then by reference ID and then by sequence number.

3. Use the commands on the following two command bars to find the information you need. The More Comments commands appear only if you have more than one window of comments.

   Ref ID, end Date, new ID, First, Next, Prev, Last, Goto

   To look at comments for a different reference ID, press **R**. Then enter the reference ID and end date.

   To view the last date entered, press **D**.

   To enter and view comments for a new vendor ID, select **I**.

   To view the first comment, press **F**.

   To scroll down to the next comment, press **N**.

   To move to the previous comment, press **P**.

   To scroll to the last comment, press **L**.

   To go to the next window of comments, press **P**.

   To go to a particular comment, select **G**.

When you are finished looking at vendor comments, exit to the Vendor Inquiry screen.

Invoices

Use the Invoices function to look at the open invoices that are on file for a vendor.

To add to or change this information, use the Transactions function (see page 5-3).

Invoices Screen

Select **Invoices** from the Information Inquiry menu. The inquiry screen appears.

Invoices
Commands Modes Other Scroll Commands Help
OK Abandon
Vendor ID ACE PLUMBING SUPPLY COMPANY
Last Payment
Date 07/27/2000
Amount 42415.70
Sort By: Invoice Number
Inv No / Chk No | PO No | Type / Stat | Inv Date / Check Date | Due Date | Discount Amt | Gross Amount
24520 INVC 08/12/2000 08/22/2000 714.07 71406.90
HOLD
30072 INVC 11/04/2000 11/14/2000 1140.60 11406.18
REL
30620 INVC 12/09/2000 12/19/2000 2120.78 21207.98
HOLD
Total Prepaid .00
Total 397545.86
Vendor First Last Next Prev Sort
Company H 10/24/2000 Terminal T000 OVR

Inquiry

1. Enter the ID of the vendor whose open invoices you want to look at.
2. Use the commands on the command bar to find the information you need:

   Vendor, **First**, **Last**, **Next**, **Prev**, **Sort**

   To look at a different vendor record, press **V**. Then enter the vendor ID.

To look at the first vendor record on file, press **F**.

To look at the last vendor record on file, press **L**.

To look at the next vendor record on file, press **N**.

To look at the previous vendor record on file, press **P**.

To sort the invoices a different way—by invoice number (the default), invoice date, or invoice due date—press **S** until the sort option you want appears and the invoices are displayed in the order you want.

When you are finished looking at the vendor's open invoices, exit to the Information Inquiry menu.

Detail History

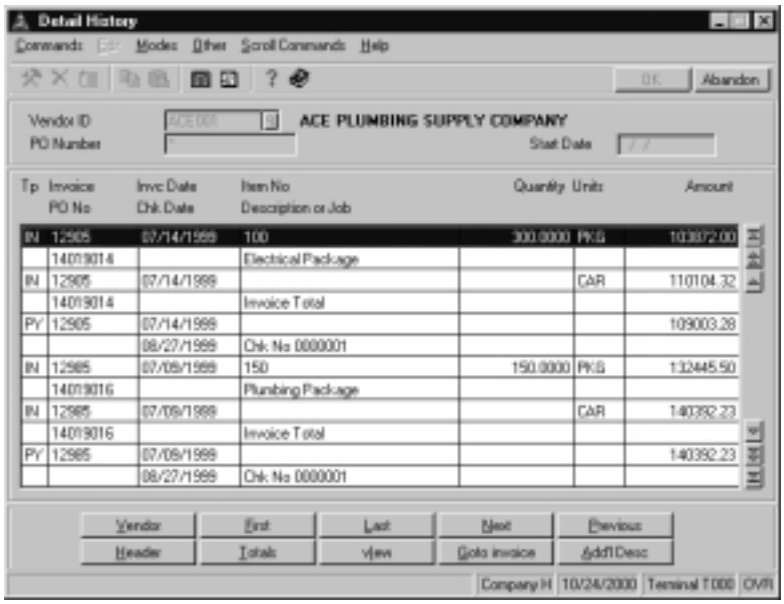
Use the Detail History function to look at past purchases, debit memos, and payment information. Most invoices are listed more than once. They are listed by line item in order of appearance in the invoice. The last entry for each invoice number is *Invoice Total*. The value for this entry is the total value of the invoice—the sum of the subtotal of line items, sales tax, freight charge, and miscellaneous charge.

This function is available only if you elected to keep detail history in the Resource Manager Options and Interfaces function.

To add to or change this information, use the Transactions function (see page 5-3) or the Pay Invoices functions (see chapter 10).

Detail History Screen

Select **Detail History** from the Information Inquiry menu. The inquiry screen appears


Detail History
Commands Edit Modes Other Scroll Commands Help
OK Abandon
Vendor ID
PO Number
ACE PLUMBING SUPPLY COMPANY
Start Date
Tp Invoice PO No
Invc Date Chk Date
Item No Description or Job
Quantity Units Amount
IN 12505 07/14/1999 100 300.0000 PKG 103872.00
14019014 Electrical Package
IN 12505 07/14/1999 CAR 110104.32
14019014 Invoice Total
PY 12505 07/14/1999 109003.28
08/27/1999 Chk No 0000001
IN 12505 07/09/1999 150 150.0000 PKG 132445.50
14019016 Plumbing Package
IN 12505 07/09/1999 CAR 140392.23
14019016 Invoice Total
PY 12505 07/09/1999 140392.23
08/27/1999 Chk No 0000001
Vendor First Last Next Previous
Header Totals vIew Goto invoice Add'l Desc
Company H 10/24/2000 Terminal T000 OVR

Inquiry

1. Enter the ID of the vendor whose history you want to look at.

2. Use the commands on the command bar to find the information you need:

   Vendor, **First**, **Last**, **Next**, **Previous, Header**, **Totals**, **vIew**, **Goto invoice, Add'l desc**

   To look at a different vendor record, press **V**. Then enter the vendor ID. (If a vendor has been deleted from the APVExxx file but has records in the APHIxxx file, you can look at the records if you know the vendor ID.)

   To look at the first vendor record on file, press **F**.

   To look at the last vendor record on file, press **L**.

To look at the next vendor record on file, press **N**.

To look at the previous vendor record on file, press **P**.

To view invoice information for a purchase order number or a start date, press **H**. Then enter the purchase order number or start date. You can use the ***** and **?** wildcards.

To look at invoice totals for the vendor, press **T**. The invoice number, subtotal, sales tax, freight, miscellaneous charges, and total appear in a window. Press any key to return to the Detail History screen.

To look at an expanded summary of the invoice, press **I**. Additional information about the invoice (general ledger account and period, purchase order number and date, quantity purchased) appears in the View Line window. Press any key to return to the Detail History screen.

To move directly to a different invoice number, press **G**. Then enter the number, or exit to the Detail History screen. (This command appears only if you have more than one screen of invoice numbers.)

To view the additional descriptions for the particular line item, select **A**. This function is only available if you have toggled both Use Additional Descriptions and Keep Additional Descriptions History to YES in the Options and Interface function (see the *Resource Manager User's Manual* for more description).

When you are finished looking at detail history, exit to the Information Inquiry menu.

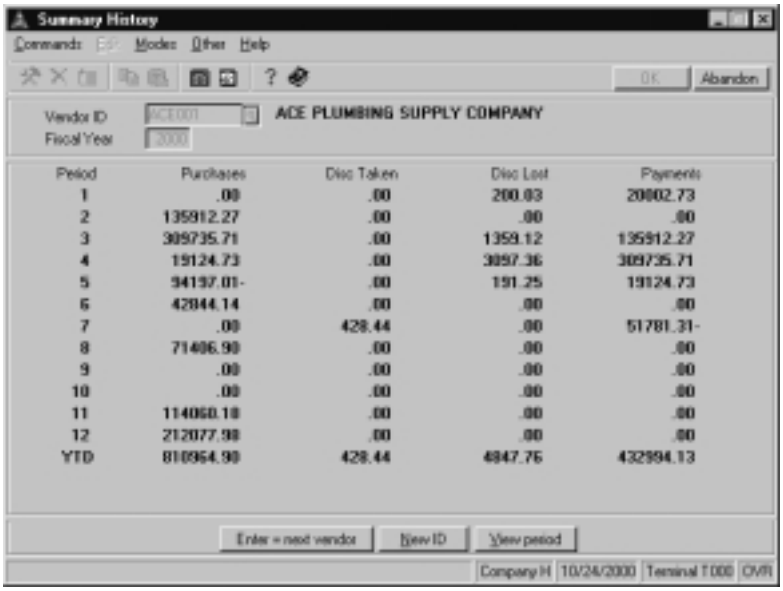
Summary History

Use the Summary History function to look at past purchases and payment information associated with vendors.

To add to or change this information, use the Transactions function (see page 5-3) or the Pay Invoices functions (see chapter 10).

Summary History Screen

Select **Summary History** from the Information Inquiry menu. The inquiry screen appears.



Inquiry

1. Enter the ID of the vendor whose history you want to look at.

2. The current fiscal year from the APPDxxx table is displayed. Accept it, or enter the fiscal year whose history you want to look at. The vendor's purchases, the discounts taken and lost, the payment amounts for each period, the number of periods specified in the APPDxxx table, and the year-to-date totals appear.

3. Use the commands on the command bar to find the information you need:

   Enter = next vendor, **New ID**, **View period**

Looking at History for a Different Vendor

To look at the next vendor record, press **Enter**.

To look at a different vendor record, press **N**. Then enter the vendor ID and fiscal year.

Looking at History for a Particular Period

To look at the vendor's item and job history for a particular period, press **V**. Then enter the period whose item and job history you want to look at. The Summary History input screen appears:

If you did not elect to keep summary history in the Resource Manager Options and Interfaces function for a period, an asterisk (*) is displayed next to the period, and the message ***=Summary History Not Kept** is displayed near the bottom of the screen. You cannot look at the item history for a period if you do not keep summary history.

If you kept summary history for the period you entered, the Summary History Item Inquiry screen appears.

Press **Enter** to return to the Summary history Vendor Inquiry screen.

If you made more purchases from the vendor in this period than the screen can show, you can also press **M** to view the next page of history for this period.

Daily Work 5

Transactions	5-3
Copy Recurring Entries	5-17
Purchases Journal	5-19
Miscellaneous Debits Journal	5-23
Daily Sales Tax Report	5-27
Change Batches	5-29
Batch Control	5-31
Post Transactions	5-33

Introduction

Use the Daily Work functions to record purchases you made from a vendor.

If you purchased goods from a vendor that is not associated with a recurring entry, use the Transactions function. If the vendor is associated with a recurring entry, use the Copy Recurring Entries function. The information about recurring entries is copied to the APTDxxx and APTHxxx (Transaction) files.

Use the Purchases Journal to check purchasing transactions. Use the Miscellaneous Debits Journal to check debits that are not directly related to purchases. Use the Daily Sales Tax Report to recap the sales tax charges you've been assessed for the items you've purchased.

If you elected to use transaction batching, use the Batch Control and Change Batches functions to manage groups of transactions. You can group transactions by time period, by data entry person, or in other similar ways to streamline the Daily Work process.

Transactions

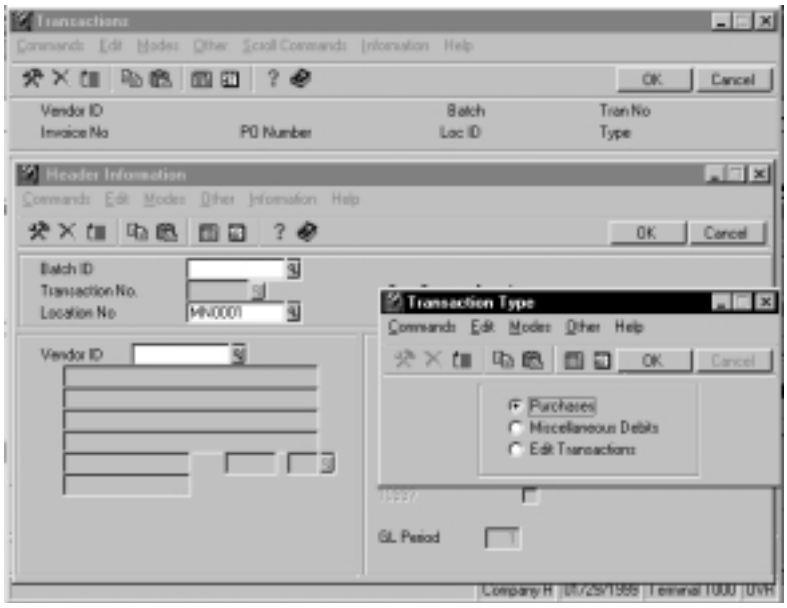
Use the Transactions function to enter purchases of goods or services from a vendor or to enter miscellaneous debits. You can set up initial balances by entering outstanding invoices from your vendors. Thereafter, you enter purchases as you receive invoices for them.

Note

If you interface Accounts Payable to General Ledger and last-year files exist, you must select the fiscal year when you enter transactions into an empty file. All transactions you enter default to that year until you post.

Purchases Menu

Select **Transactions** from the Daily Work menu. A menu appears.



Select the type of transaction you want to work with. You can:

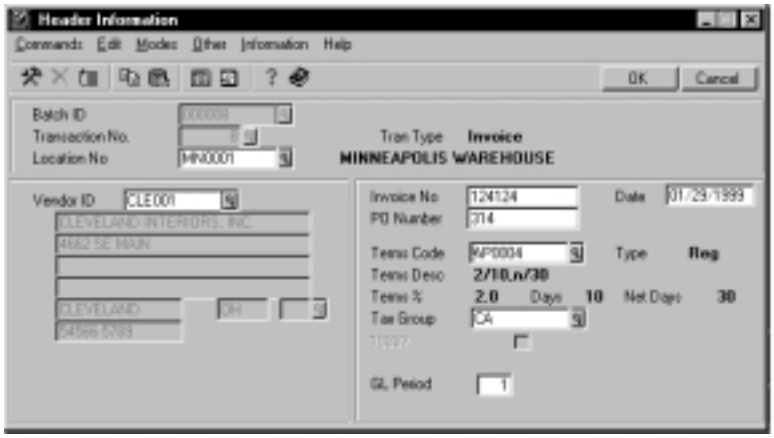
- enter purchases
- enter returned goods and cancel incorrectly posted transactions
- change or delete unposted transactions

Before you change or delete transactions, produce the Purchases and Miscellaneous Debits Journals so that you have the correct transaction numbers. After you change or delete transactions, produce the journals again so that the audit trail is accurate.

If you add, change, or delete a transaction, pay attention to the transaction totals. The system puts the entire payment balance in the First Payment field when a quantity, a cost, or an amount is changed. If the calculated discount is different from the cash discount, you can elect to automatically use the calculated amount.

Purchases Header Screen

After you make your selection from the Transaction Type menu, the header screen appears.



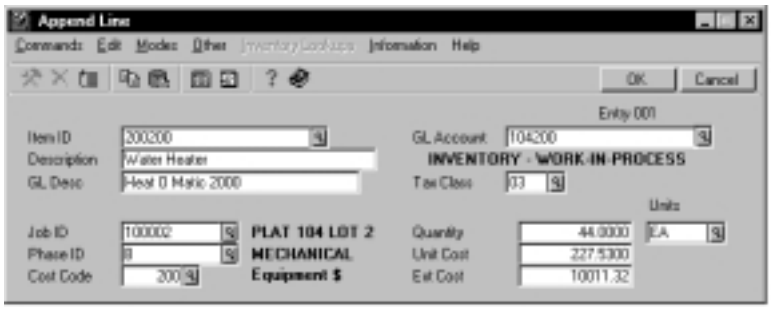
	Field	Description
Inquiry Maint	Batch ID	If you elected to use transaction batching in Options and Interfaces, enter a batch ID, or select an ID from the inquiry window. If you elected the option for system-generated batch numbers, a new batch ID can be automatically generated when you use the **Maintenance** (**F6**) command.
Inquiry	Tran No	The system assigns a unique number to each transaction. To change transactions or return goods, enter the number of the transaction. To delete the entire transaction, use the **Delete** (**F3**) command.
Inquiry	Loc ID	If you entered a default location ID when you set up the company, the ID is displayed. If you change the ID of the location you are purchasing the items for, the description of the location appears for verification. If you did not enter a default location ID, enter the ID of the location you are purchasing the items for, or press **Enter** to skip this field.
Inquiry Maint	Vendor ID	Enter the ID of the vendor you are purchasing goods from or returning goods to. If you use the **Maintenance** (**F6**) command, the Vendors function is temporarily called up. (You cannot use the **Maintenance** command to delete vendor records.) After you enter the ID, the vendor's name and address appear. To enter a vendor you plan to use only once, enter **TEMP** and then the vendor's name, address, and a distribution code. The system assigns each temporary vendor an ID that consists of a "+" sign and a five-digit number. This ID is printed in the Purchases Journal. Temporary vendors that have balances of zero are removed from the APVExxx (Vendor) file when you run Purge Selected Files.

Field	Description
Invoice No	Enter the number of the vendor's invoice for the items you purchased or are returning. If the number you enter is in the APINxxx (Open Invoice) file or the APHIxxx (Detail History) file, a message appears to warn you.
Date	Enter the date of the invoice whose number you entered.
PO Number	Enter the purchase order number, or press **Enter** if you did not assign one.
Terms Code **Inquiry** **Maint**	Enter the terms code. If you use the **Maintenance** (**F6**) command, the Terms Code function is temporarily called up. After you enter the code, the description and the percent for the payment terms of the transaction appear.
Tax Group **Inquiry** **Maint**	Enter the tax group where the tax is to be applied—even if the transaction is not taxable. If you use the **Maintenance** (**F6**) command, the Tax Groups function is temporarily called up (see the *Resource Manager User's Manual*). After you enter the group, the description of the group appears.
1099?	If the vendor does not receive a 1099-MISC form, the box is unchecked (or *NO* is displayed in text mode) and you cannot change it. If the vendor receives a 1099-MISC form, the box is checked (or *YES* is displayed in text mode). If you want the purchase to update the 1099 Payments Year to Date field in the vendor's record, press **Enter**; if not, uncheck the box (or enter **N** in text mode).
GL Period	Press **Enter** if you want to post the transaction to the displayed period, or enter a different period.

When you save the header information the line-item entry screen appears.

Purchases Line-Item Entry Screen

The Purchases line-item entry screen appears only if no line items are associated with the transaction.



Field	Description
Inquiry **Maint** Item ID	Enter the number of the item you are purchasing or returning, or press **Enter** to skip this field. If Accounts Payable is interfaced to Inventory, you can also use the Inventory lookup search commands (see chapter 1) to find an item.
Desc	Enter a description of the item.
Additional Descriptions	If you elected to use additional descriptions in the Resource Manager Options and Interfaces function, you can enter up to ten lines of information.
GL Desc	If you elected in the Resource Manager Options and Interfaces function to post summary information to General Ledger, this field is skipped. If you elected in the Resource Manager Options and Interfaces function to post detailed information to General Ledger, enter a description to identify the transaction, or press **Enter** to skip this field.

	Field	Description
		If Accounts Payable is interfaced with General Ledger, the description you enter appears in the Description column of the GLJRxxx (Journal) file when you post the transaction. (If you do not enter a description, the invoice number and the item description appear in the Description column of the GLJRxxx file when you post the transaction.)
Inquiry **Maint**	Job ID	Enter the ID of the job affected by the purchase, or press **Enter** to skip this field. (The **Inquiry** command is available if Accounts Payable is interfaced with Job Cost.) If Accounts Payable is interfaced with Job Cost, the description of the job appears for verification when you enter a job ID.
Inquiry **Maint**	Phase ID	If you entered a job ID, enter the ID of the phase (cost center) affected by the purchase, or press **Enter** to skip this field. (The **Inquiry** command is available if Accounts Payable is interfaced with Job Cost.)
Inquiry **Maint**	Cost Code	If you entered a job ID and Accounts Payable is interfaced with Job Cost, enter a cost code. If you entered a job ID and Accounts Payable is not interfaced with Job Cost, enter a cost code for reference purposes only, or press **Enter** to skip this field.
Inquiry **Maint**	GL Account	If Accounts Payable is interfaced with Job Cost and you entered a job ID, the WIP account from the DFxxxx table is displayed. If Accounts Payable is not interfaced with Job Cost or you did not enter a job ID, the account number is selected in this order of precedence: If you assigned an account number in the vendor's record, that number is displayed. If you entered an item ID, the inventory account from the item record is displayed. If the line is for a noninventory item, the inventory account from the DFxxxx table is displayed.

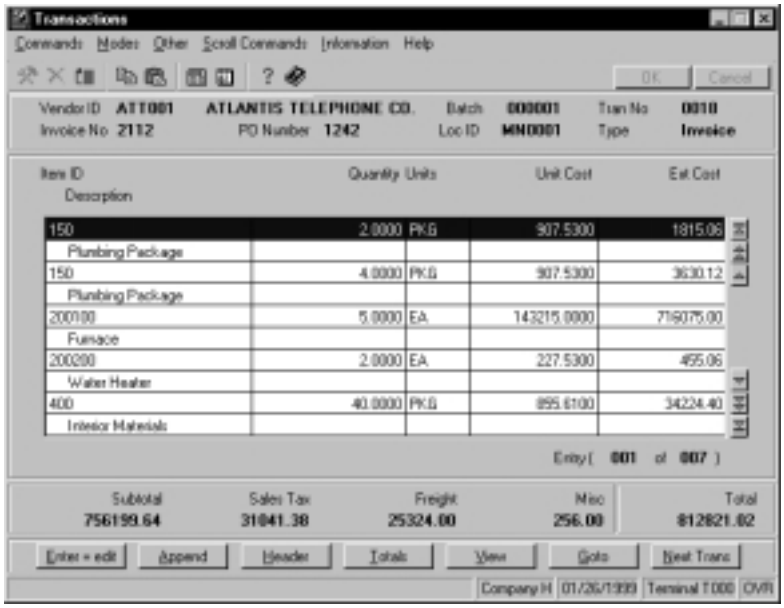
	Field	Description
		Accept the displayed account number, or enter a different account number. (The **Inquiry** command is available if Accounts Payable is interfaced with General Ledger.)
Inquiry **Maint**	Tax Class	The tax class you assigned to the inventory item is displayed. If Accounts Payable is not interfaced to Inventory, *00* appears. Accept the tax class displayed, or enter a different tax class.
	Quantity	Enter the number of units of the purchased item.
Inquiry	Units	Enter a valid alternate unit of measure. If you are purchasing an item that is not kept in inventory, enter the unit of measure by which you purchase the item; for example, you might enter **DZ** if you measure the item by the dozen.
	Unit Cost	Accept the displayed amount you paid for each item, or enter a different amount. The Unit Cost field on the Purchases line-item entry screen is updated by the average of the unit costs you enter; the Ext Cost field on the Purchases line-item entry screen is updated by the total of the unit costs you enter.
	Ext Cost	If the line is for a noninventory item, enter the extended cost of the line.

After you save the line-item entry information either enter another line item or exit to the Purchases screen.

When you save the first line item, the totals are updated and your entries are saved. You cannot use the **Abandon** (**F5**) command to cancel the purchase. You can delete the entire purchase by using the **Delete** (**F3**) command on the header screen.

Purchases Screen

When you exit from the line-item entry screen, the Purchases screen appears.



The Purchases screen is divided into these sections:

- Information from the header screen is summarized at the top of the screen
- The line-item entry area, or *scroll region*, appears in the middle of the screen
- The totals are displayed at the bottom of the screen

Enter = edit, Append, Header, Totals, View, Goto, Next trans

To edit a line item, move the prompt to the line and press **Enter**. To append a line item to the transaction, press **A**. Then see **Purchases Line-Item Entry Screen** earlier in this section.

To return to the header screen, press **H**. When you return to the header screen, you do not lose the line-item and totals entries because you already saved them.

To go to the Totals/Payments window, press **T**. Then see **Purchase Totals** below.

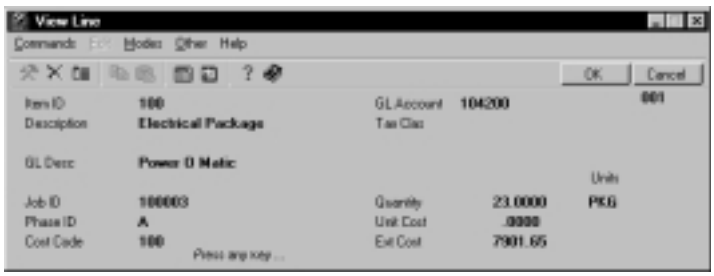
To look at an expanded summary of the line item, move the prompt to the line item, and press **V**. Additional information about the line item, such as the general ledger account and description, quantity purchased, and cost information, appears on the View Line screen. Press any key to return to the Purchases screen.

To go directly to a particular line item, press **G**. Then enter the line number. (This command appears only if there is more than one screen of line items.)

To finish with the transaction on the screen and move to a blank header screen to enter a new transaction, press **N**. Then see **Purchases Header Screen** earlier in this section.

View Line

When you select **V**iew, the View Line screen appears.



The View Line screen displays the information for the selected item. Press **Proceed** (**OK**) to return to the Purchases screen.

Purchase Totals

When you press **T** to work with the totals, press **N** to enter another transaction, or exit from the Transactions function, the Totals/Payments window appears (If you pressed **T**, you can use only the Sales Tax, Freight, and Misc fields.).

Field	Description
Subtotal	The subtotal of all the line items is displayed.
Freight **Inquiry** **Maint**	Enter the shipping charges and the tax class the charges should be applied to.
Misc **Inquiry** **Maint**	Enter the miscellaneous charges (for example, handling) if the vendor added some. Then enter the tax class the miscellaneous charges should be applied to.
Sales Tax	Enter the sales tax from the invoice. If you enter an amount different from the calculated amount, this window appears:

Sales Tax Breakdown

	Field	Description
	Tax Location	The tax location for the transaction is displayed.
	Tax Amount	The tax amount for each location is displayed.
	Tax Adjustment	Accept the displayed sales tax adjustment, or enter a different amount.
Inquiry	Tax Loc	Enter the tax location for the adjustment.
Inquiry **Maint**	Class	Accept the displayed tax class, or enter a different tax class.

After you enter the tax class, the cursor returns to the Totals/Payments window.

Field	Description
Total	The total amount of the invoice (the subtotal plus the sales tax and freight and miscellaneous charges) is displayed.
Amt Paid	If you prepaid a portion of the purchase, enter the amount.
Via Check No	If you entered a prepayment, enter the number of the check you used, or press **Enter** if you paid cash—*CASH* appears.
Payment Date	Enter the date of the prepayment.
Online Check?	You cannot use this field if you did not elect to use online checks in the Resource Manager Options and Interfaces function or if the prepayment was for cash. If you want to produce an online check the box (or enter **Y** in text mode); if not, uncheck the box (or enter **N** in text mode).

Field	Description
Cash Disc	If you entered a discount percentage on the Purchases header screen, the amount of the discount is displayed; if not, *.00* is displayed. Accept the displayed discount, or enter a different discount. The discount is based on your inclusion/exclusion selections in the DISCxxx table (see page 11-29). If you did not set up this table, the amount from which the discount is calculated includes tax, freight and miscellaneous charges.
First Payment Amount	Accept the first displayed payment (the purchase total minus the prepayment and cash discount), or enter a different amount (it must be less than the purchase total). If you change the amount of the first payment, the remaining payment appears in the Second Payment field.
First Payment Due Date	If you entered discount terms on the header screen, the first due date is calculated from the number of due days you entered in the Terms Codes function. Accept the displayed date, or enter a different date.
Second Payment Amount	If you changed the amount of the first payment, the second payment (the purchase total minus the prepayment, cash discount, and first payment) is displayed. Accept it, or enter a lower amount. If you change the amount of the second payment, the remaining payment appears in the Third Payment field.
Second Payment Due Date	Enter the date the second payment is due.
Third Payment Amount	If you entered an amount for the first and second payments, the remaining payment is displayed. If you need to split an invoice into more than three payments, post the purchases. Then use the Hold/Release Invoices function (see page 10-5) to split it further.
Third Payment Due Date	Enter the date the third payment is due.

When you approve the totals, one of several things can happen, depending on what you entered or which options you elected:

- If you elected to print an online check, you are prompted to print it.
- If you pressed **T** to work with the transaction totals, you are returned to the Purchases screen.
- If you pressed **N** to enter another transaction, the Totals screen reappears so that you can confirm your entries.
- If you exited from the Transactions function, the Daily Work menu appears.

Copy Recurring Entries

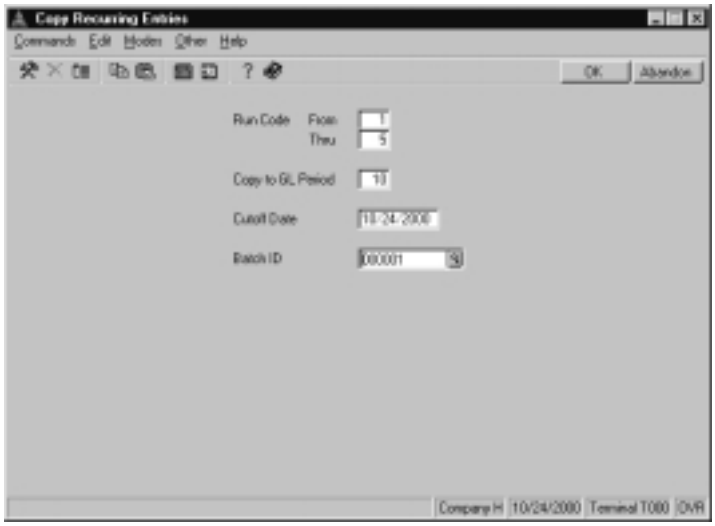
Use the Copy Recurring Entries function to copy entries from the APRHxxx and APRLxxx (Recurring Entries) files to the APTDxxx and APTHxxx (Transaction) files when the recurring entries come due. Use the run codes and cutoff dates that you set up in the Recurring Entries function to copy the transactions according to your schedule. After you copy an entry, it is treated like another transaction. When the APTDxxx and APTHxxx files are posted, the entries are moved to the APINxxx (Open Invoice) file.

Before you copy recurring entries, produce the Recurring Entries List (see page 11-15) and back up your files.

If you are using Accounts Payable on a multiuser system, make sure that no one else is using the Recurring Entries function. You cannot copy recurring entries until the other users exit from that function.

Copy Recurring Entries Screen

Select **Copy Recurring Entries** from the Daily Work menu. This screen appears.



1. Enter the run codes whose recurring entries you want to copy.
2. Press **Enter** to copy the entries to the displayed period, or enter a different period.
3. When you entered recurring entries, you might have entered cutoff dates for them. Accept the system date as the cutoff date, or enter a different date. Entries that have cutoff dates before the date you enter here will not be copied to the APTDxxx and APTHxxx files.

Inquiry **Maint**

4. If you elected to use transaction batching in the Resource Manager Options and Interfaces function, enter the Batch ID to which you want to copy the recurring transactions.

The report shows the total amount of recurring entries that were copied to the APTDxxx and APTHxxx files, and a log of errors (such as a recurring entry for a vendor whose record has been deleted from the APVExxx file) is produced. After the report is produced, the Daily Work menu appears.

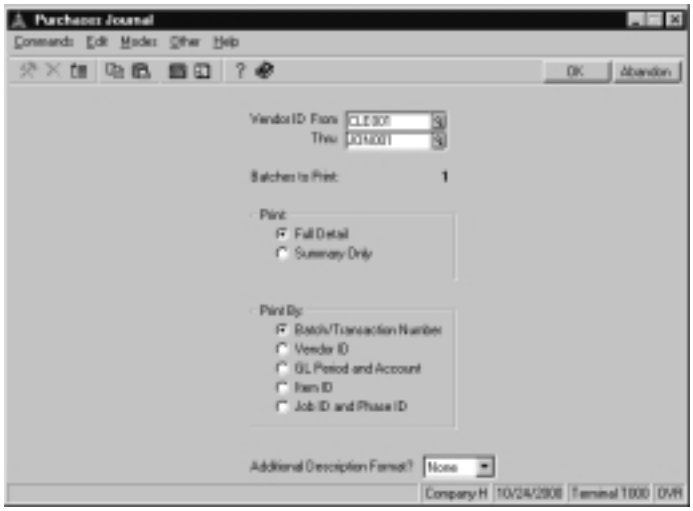
Purchases Journal

Print the Purchases Journal to check for mistakes and omissions and to use as an audit trail of purchasing transactions. The journal is helpful when you want to reconstruct events for a particular period of time. If you find incorrect transactions in the Purchases Journal, use the Transactions function to edit or delete them.

Produce the Purchases Journal before you post transactions.

Purchases Journal Screen

Select **Purchases Journal** from the Daily Work menu. The function screen appears



Inquiry

1. Enter the range of vendor IDs you want in the journal.
2. If you elected to use transaction batching in the Resource Manager Options and Interfaces function, select the batches you want to include in the journal.
3. Select the amount of detail you want in the journal: line-item detail or invoice totals.

4. Select the option by which to organize the journal.

5. In the Additional Description field, select your choice for printing additional descriptions. To skip printing additional description on the journal, enter **N**. To print the additional descriptions in a short-line format, enter **S**. To print additional descriptions in a long-line format that reduces the number of lines required to print multiple lines of additional descriptions, enter **L**.

   This option is available only if you elected to use additional descriptions in the Options and Interface function.

6. Select the output device.

A sample Purchases Journal is at the end of this section.

After the journal is produced, the Daily Work menu appears.

Purchase Journal

```
04/14/2001                                    Builders Supply                                    Page    1
6:42 PM                                       Purchases Journal
                                            Detail by Order Number
Batch ID  Ent. Vendor  Tax Class  GL Account              Cost      Job     Loc. ID Item ID          Units      Quantity
Order No. Invoice      Date       Period and Description  Code      Phase   Description                          Amount
-------------------------------------------------------------------------------------------------------------------


000001    001  MIL001  03           104400                          CA0001  300                EA          6.0000
00000035  198307       12/21/2000 12                                Interior Door                          119.34

000001    002  MIL001  03           104400                          CA0001  350                EA          4.0000
00000035  198307       12/21/2000 12                                Entry Door                             840.12

000001    003  MIL001  03           104400                          CA0001  400                PKG        10.0000
00000035  198307       12/21/2000 12                                Interior Materials                    8408.30

000001    004  MIL001  03           104400                          CA0001  550                PKG         2.0000
00000035  198307       12/21/2000 12                                Millwork Package                      2072.20

000001    TOT  MIL001 MILLWORK LUMBER & CABINETS                                                        11439.96
00000035
                                    Amount      Sales Tax        Freight          Misc.         Total        Prepaid
CA       198307      12/21/2000 12  11439.96        686.40            .00           .00      12126.36            .00
         Check No.         1099? N  Discount     Amount 1    Date 1       Amount 2   Date 2       Amount 3     Date 3
                                        242.53      11883.83  12/31/2000

                                    Amount      Sales Tax        Freight          Misc.         Total        Prepaid
TOTAL - Batch 000001                11439.96        686.40            .00           .00      12126.36            .00

                                    Amount      Sales Tax        Freight          Misc.         Total        Prepaid

=============================================================================================
GRAND TOTAL                        11439.96        686.40            .00           .00      12126.36            .00

    End of Report
```

Miscellaneous Debits Journal

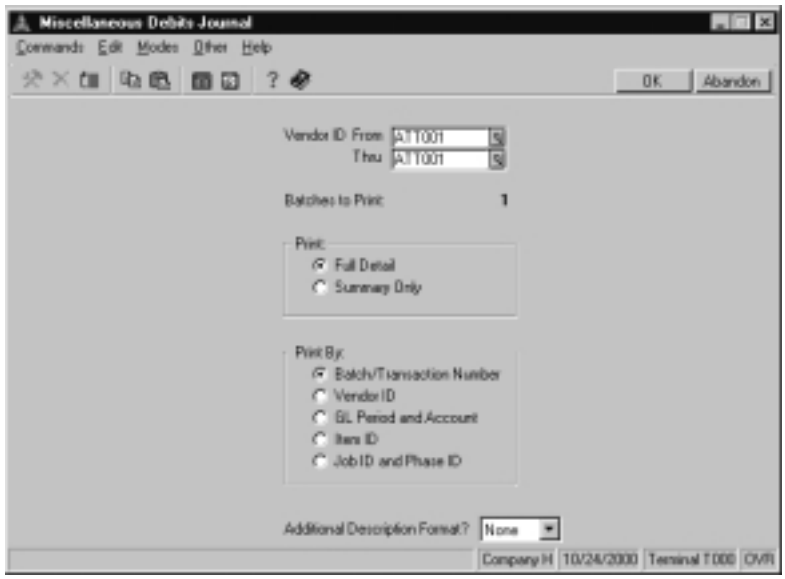
Print the Miscellaneous Debits Journal to check for mistakes and omissions and to use as an audit trail of debits not directly related to purchases. The journal is helpful when you want to reconstruct events for a particular period of time. It complements the Purchases Journal; together they provide an overall view of how your money was spent.

If you find incorrect transactions in the Miscellaneous Debits Journal, use the Transactions function to edit or delete them.

Produce the Miscellaneous Debits Journal before you post transactions.

Miscellaneous Debits Journal Screen

Select **Miscellaneous Debits Journal** from the Daily Work menu. The function screen appears.



Inquiry

1. Enter the range of vendor IDs you want in the journal.

2. If you elected to use transaction batching in the Resource Manager Options and Interfaces function, select the batches you want to include in the journal.

3. Select the amount of detail you want in the journal: line-item detail or miscellaneous debit totals.

4. Select the option by which to organize the journal.

5. In the Additional Description field, select your choice for printing additional descriptions. To skip printing additional description on the journal, enter **N**. To print the additional descriptions in a short-line format, enter **S**. To print additional descriptions in a long-line format that reduces the number of lines required to print multiple lines of additional descriptions, enter **L**.

   This option is available only if you elected to use additional descriptions in the Options and Interface function.

6. Select the output device.

A sample Miscellaneous Debits Journal is at the end of this section.

After the journal is produced, the Daily Work menu appears.

Miscellaneous Debits Journal

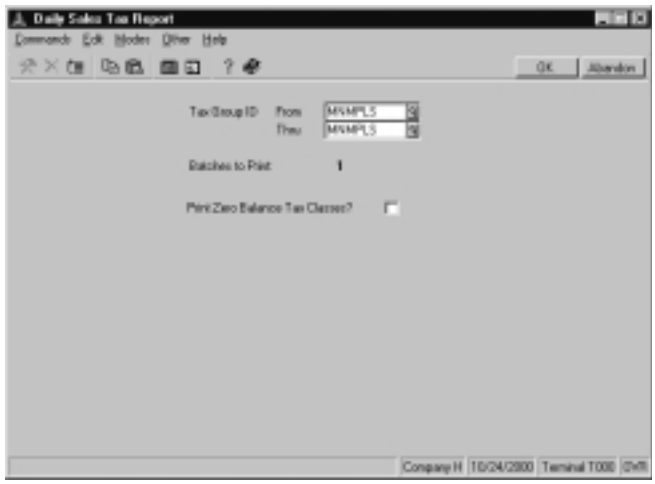
```
04/14/2001                                    Builders Supply                                    Page    1
3:06 PM                                  Miscellaneous Debits Journal
                                      Summary by Batch/Transaction Number

Vendor   Tran. Invoice No.         GL   Totals Records
ID       Ent.  PO Number   Date    Period
-------------------------------------------------------------------------------------------------------------

ACE001   ACE PLUMBING SUPPLY COMPANY        Amount       Sales Tax         Freight           Misc.          Total         Prepaid
CA             30901               12       1815.06          108.90             .00             .00        1923.96             .00
         TOT            12/21/2000         Discount       Amount 1    Date 1       Amount 2    Date 2       Amount 3    Date 3
1099?  N       Check No.                       19.24        1904.72  12/31/2000
                                      -------------------------------------------------------------------------------------------
Batch        Total                           1815.06          108.90             .00             .00        1923.96             .00
                                      ===========================================================================================
GRAND TOTAL                                  1815.06          108.90             .00             .00        1923.96             .00


    End of Report
```

Daily Sales Tax Report

Use the Daily Sales Tax Report to print and review the current taxes for each tax location in your tax groups.

Daily Sales Tax Report Screen

Select **Daily Sales Tax Report** from the Daily Work menu. The function screen appears.



Inquiry

1. Enter the range of tax group IDs you want in the report.
2. If you elected to use transaction batching in the Resource Manager Options and Interfaces function, select the batches you want to include in the report.
3. To print all tax classes for each tax location, regardless of whether the tax class has zero balances, check the box (or enter **Y** in text mode). To exclude tax classes that have zero balances from the report, uncheck the box (or enter **N** in text mode).
4. Select the output device. After the report prints, the Daily Work menu appears

Daily Sales Tax Report

```
04/14/2001                                   Builders Supply                                   Page    1
6:55 PM                                      Daily Sales Tax Report
                                                  By Tax Group

                                                                                          ---- Tax -----
Tax Loc. Description                  Tax Auth. Tax ID            Tax Refundable Account  Freight? Misc.?
-------------------------------------------------------------------------------------------------------------
------
        Not On File                                                                        NO

Class Description   ----Percent----
     Expense Acct.     Tax    Ref.      Taxable     Nontaxable     Calculated          Paid     Over/Short     Refundable
-------------------------------------------------------------------------------------------------------------
---
                                    ------------------------------------------------------------------------
TOTAL FOR LOCATION                          .00            .00            .00           .00            .00            .00

                                         Taxable     Nontaxable     Calculated          Paid   Over/(Short)     Refundable
                                    ========================================================================
GRAND TOTAL                                 .00            .00            .00           .00            .00            .00


End of Report
```

Change Batches

The Change Batches function allows you to manually change the batch ID for a single transaction or an entire batch of transactions that has not been posted. If you did not elect to use transaction batching, you cannot use this function.

Change Batches Screen

Select **Change Batches** from the Daily Work menu. This screen appears.

Field	Description
Change:	Select the type of change you want to make. You can copy a single transaction to a new batch or you can move all transactions from one batch to another.
Old Batch ID	Enter the batch number you want to change from.
Transaction No.	Enter the Transaction number you want to change from.

Inquiry

Inquiry

	Field	Description
Inquiry Maint	New Batch ID	Enter the batch number you want to change to.

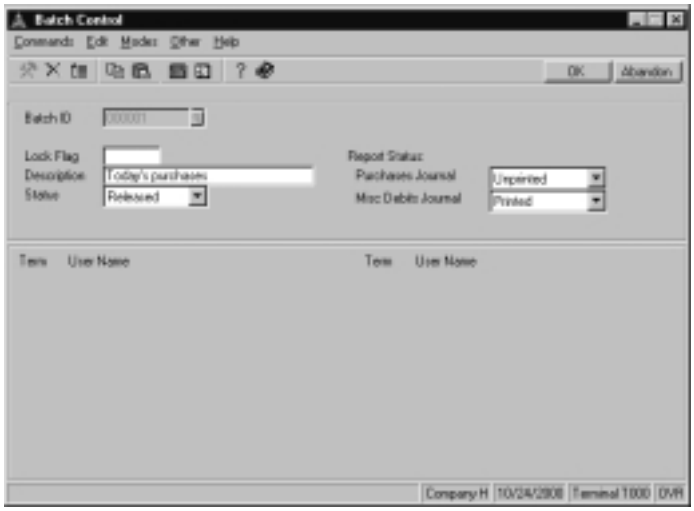
After the transactions are copied and the corresponding log is produced, the Daily Work menu appears.

Batch Control

Use the Batch Control screen to inquire about the status of your batches, to set up new batches, and to maintain existing batches. If you did not elect to use transaction batching, you cannot use this function.

Batch Control Screen

Select **Batch Control** from the Daily Work menu. This screen appears.



Field	Description
Batch ID	Enter the batch ID you want to work with. If you elected to use automatic batch number generation, you can create a new batch ID by using the **Proceed** (**OK**) command.
Lock Flag	If a terminal ID is displayed in the Lock Flag field, the batch is or was produced or posted on that terminal. Do not change it unless you need to release a locked batch.
Description	Enter a description of the transactions in this batch.

Inquiry

Maint

Field	Description
Status	Enter the status of the batch: **H** if it is on hold, or **R** if it has been released. If you place the batch on hold, you can print or post it, but you cannot enter or edit transactions in it.
Report Status:	For each report listed, toggle the report status. The report status begins as *Not Applicable*. When you enter purchases or miscellaneous debits, the status automatically changes to *Unprinted*. When you print the report, the status automatically changes to *Printed*. If you then add or change transactions, the status automatically changes to *Reprint*.
Term/User Name	If you selected a batch that is in use, the terminal ID and the user name of the person entering transactions are displayed. A maximum of 20 terminal IDs can appear at one time.

After you save the information, enter information about a different batch ID, or exit to the Daily Work menu.

Post Transactions

When you post transactions, the purchases and miscellaneous debit entries are moved from the APTDxxx and APTHxxx (Transaction) files to the APINxxx (Open Invoice) file, and the purchase order number is saved in the APIXxxx (Open Invoice Additional Information) file. Detail (line-item) information about the transactions is not transferred to the APINxxx or APIXxxx files; the system keeps only the summary information (totals) necessary to prepare and print checks.

Posting transactions also updates the amount due, the amount prepaid, and the purchase and payment history fields in the APVExxx (Vendor) file and clears the APTDxxx and APTHxxx files for the next group of transactions.

If you keep transaction history, line-item information updates the APHIxxx (Detail History) file, and totals update the APHSxxx (Summary History) file.

Note

If Accounts Payable is not interfaced with General Ledger, you must select the year you are posting transactions for. If Accounts Payable is interfaced with General Ledger, the year you selected in Transactions is displayed. If Accounts Payable is interfaced with Inventory and you entered the wrong year, delete all the transactions and reenter them.

Interfaces

General Ledger

If Accounts Payable is interfaced with General Ledger, debit and credit entries are created in the GLJRxxx (Journal) file. If you post detail (line-item) information, entries are made for each line item. If you post summary (totals) information, one entry is made for each account.

When you post purchases, entries are made to several accounts:

AP	Sales Tax	Freight	Misc	Inventory or Expense
CR	DB	DB	DB	DB

You specify the expense account(s) when you enter purchases. If you purchase inventory items, the inventory account is acquired from the Inventory data files. You set up the other accounts through the Distribution Codes function.

When you post miscellaneous debits, entries are made to these accounts:

AP	Sales Tax	Freight	Misc	Inventory or Expense
DB	CR	CR	CR	CR

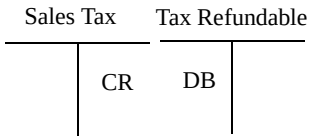
You specify the expense account(s) when you enter miscellaneous debits. If you return inventory items, the inventory account is acquired from the Inventory data files. You set up the other accounts through the Distribution Codes function.

Job Cost

If Accounts Payable is interfaced with Job Cost, the cost information in the JOHIxxx (Detail History) file is automatically updated, and the JOBSxxx (Jobs) file is optionally updated when you post.

Tax Refundables

If you set up the taxable percentages for refundables and refundable percentages in the Resource Manager Tax Locations function, entries are made to these accounts when you post:



Entries made to the sales tax and tax refundable accounts replace the entry to the sales tax account for purchases or miscellaneous debits.

Before Posting

Before you post, do these things:

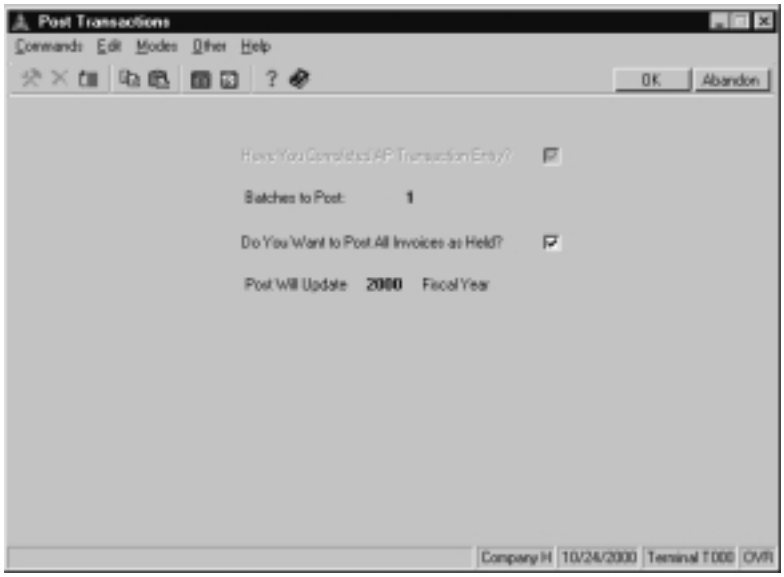
- If you have a multiuser system, make sure that no one else is using the Accounts Payable system. You cannot post if someone else is using Accounts Payable functions.
- Print the Purchases Journal (see page 5-21).
- Print the Miscellaneous Debits Journal (see page 5-25).
- Back up all the data files.

The information in the Purchases Journal and the Miscellaneous Debits Journal comes from the APTDxxx and APTHxxx files. Posted entries are cleared from these files to make room for the next group of entries. Because you cannot reconstruct the journals after you post, printing them before you post is important.

Backing up your data files before you post is an important practice. Although the Post Transactions function is designed to minimize data problems due to interruptions in the posting process, unforeseen problems, such as a power surge or failure, can corrupt data files and result in the loss of data.

Post Transactions Screen

Select **Post Transactions** from the Daily Work menu. The function screen appears.



1. If you have entered and reviewed the accounts payable transactions, produced the Purchases Journal and the Miscellaneous Debits Journal, and backed up the data files, check the box (or enter **Y** in text mode); if not, uncheck the box (or enter **N** in text mode) and return to the Daily Work menu.

2. If you elected to use transaction batching, select the batches you want to post at this time.

3. If you want to post all invoices as held, check the box (or enter **Y** in text mode); if not, uncheck the box (or enter **N** in text mode). If you post invoices as held, you must use the Hold/Release Invoices function (see page 10-5) to release each invoice for payment individually. If you do not post them as held, use the Hold/Release Invoices function to hold individual invoices you don't want to pay.

4. If Accounts Payable is not interfaced with General Ledger or if you have not created last-year data in General Ledger, the current fiscal year is displayed.

   If Accounts Payable is interfaced with General Ledger, the information you entered when you started entering transactions appears. If you have not yet selected a year to post to, you must select a year now.

5. Select the output device.

A sample posting log is at the end of this section.

After posting is completed and the log is printed, the Daily Work menu appears.

Transaction Posting Log

04/14/2000 Builders Supply Page 2
3:12 PM Post Accounts Payable

Amount posted to GL period 12		GL Account	Debit	Credit
30896	Electrical Packa	104000	1717.75	
30896	Plumbing Package	104000	5445.18	
30896	Interior Materia	104000	4278.05	
30896	Exterior Panels	104000	4028.61	
30901	Plumbing Package	104000		1815.06
57001	Electrical Packa	104400	1740.29	
41067	Interior Materia	104400	5989.27	
41067	Slide by Window	104400	483.42	
41067	Slide by Window	104400	1411.76	
41067	Millwork Package	104400	1036.10	
Tax loc cls 03		203800	928.18	
Tax loc CA cls 03		806000	928.18	
Tax loc cls 03		203800	104.42	
Tax loc CA cls 03		806000	104.42	
Tax loc cls 03		203800	535.25	
Tax loc CA cls 03		806000	535.25	
Tax loc cls 03		203800		108.90
Tax loc CA cls 03		806000		108.90
AP		200000		27233.27
Balance			29266.13	29266.13

Amount posted to history file. 25774.32

End of Report

Material Requisitions 6

Enter Material Requisitions	6-3
Print Material Requisitions	6-11
Material Requisitions Journal	6-15
Backorder Allocation Report	6-19
Post Material Requisitions	6-23

Enter Material Requisitions

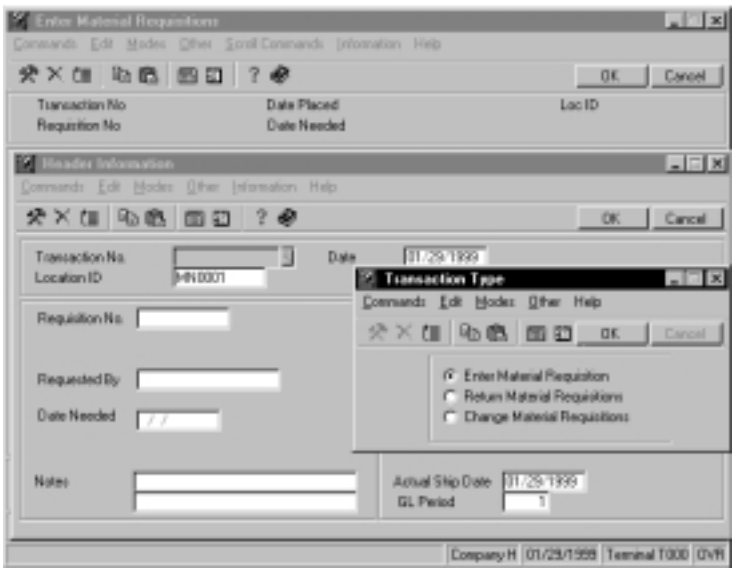
Use the Enter Material Requisitions function to remove from inventory items that are used internally or for jobs. If you do not have enough items to fill a material requisition, you can enter a backorder quantity. The requisition stays on file until the entire requisition has been filled.

You can also use the Enter Material Requisitions function to return material requisitions or to change a requisition.

To find out which backorders you can fill, produce the Backorder Allocation Report (see page 6-19). Then use the Change Material Requisitions option (see below) to fill backordered requisitions.

Material Requisitions Menu

Select **Enter Material Requisitions** from the Material Requisitions menu. A menu appears.



Select the type of transaction you want to work with:

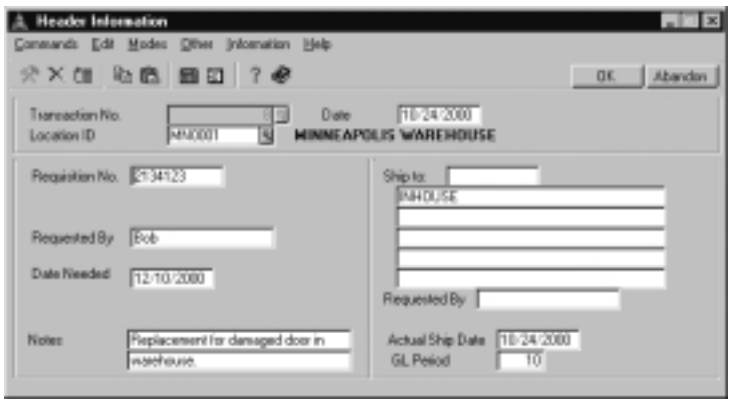
- enter material requisitions
- enter returned material requisitions
- change or delete material requisitions

You cannot use the Change Material Requisitions option to change posted requisitions, returned or otherwise. To reverse incorrect requisitions, use the Return Material Requisition option. To reverse incorrect returned requisitions, use the Change Material Requisitions option.

Before you change or delete material requisitions, produce the Material Requisitions Journal so that you have the correct transaction numbers. After you edit or delete requisitions, produce the journal again so that the audit trail is accurate.

Material Requisitions Header Screen

After you make your selection from the Material Requisitions menu, the header screen appears



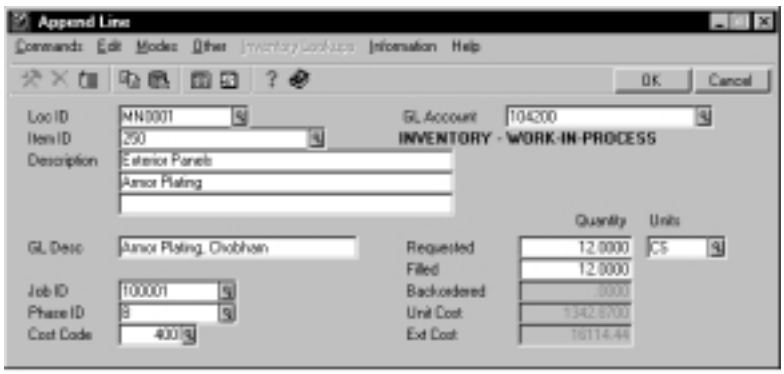
	Field	Description
Inquiry	Transaction No	When you enter or return material requisitions, the system assigns a unique number to each transaction. You cannot give two material requisitions the same number; entering an existing number indicates that you want to change a requisition. To change a material requisition, enter the number of the material requisition. To delete the entire material requisition, use the **Delete** (**F3**) command.
	Date	If you are using the first requisition in a group, the system date is displayed; otherwise, the date you assigned to the last requisition is displayed. Accept the displayed date, or enter a different requisition date.
Inquiry	Location ID	If you entered a default location ID when you set up the company, the ID is displayed. To change the location ID, use the up-arrow key to move the cursor to this field. Then enter the ID of the location you are removing the items from. The description of the location appears for verification. If you did not enter a default location ID, enter the ID of the location where the inventory items are stored.
	Requisition No	Enter the requisition number or a different code to identify the material requisition.
	Requested By	Enter the name of the person requesting the items.
	Date Needed	Enter the date the items are needed. If you are returning material requisitions, enter the date the items were removed from the location or a different date to identify the returned requisition.
	Notes	Enter miscellaneous information about the requisition. You can enter two lines of notes.

	Field	Description
Inquiry	Ship to	This field is used by the Purchase Order system. Enter a ship-to address code, or press **Enter** to skip this field. If you enter a code, enter the shipping address; you can enter 30 characters for each of the four following lines.
	Ship Via	Enter the shipping method, or press **Enter** to skip this field.
	Actual Ship Date	If you have filled some or all of the requisition, enter the date the requisition was filled. If you are returning a requisition, enter the date the items were returned.
	GL Period	Press **Enter** if you want to post the requisition to the displayed period, or enter a different period.

When you save the header information the line-item entry screen appears.

Material Requisitions Line-Item Entry Screen

The Material Requisitions line-item entry screen appears only if no line items are associated with the material requisition.



	Field	Description
Inquiry	Loc ID	The location ID you entered on the header screen is displayed. To change it, use the up-arrow key to go to this field. Then enter a different location ID.

	Field	Description
Inquiry Maint	Item ID	Enter the number of the item you are requisitioning, or press **Enter** to skip this field.
	Desc	Enter a description of the item.
	GL Desc	If you elected to post summary information to General Ledger in the Resource Manager Options and Interfaces function, this field is skipped. If you elected to post detailed information to General Ledger in the Resource Manager Options and Interfaces function, enter a description to identify the requisition, or press **Enter** to skip this field. If Accounts Payable is interfaced with General Ledger, the description you enter appears in the Description column of the GLJRxxx (Journal) file when you post the requisition.
Inquiry Maint	Job ID	Enter the ID of the job affected by the requisition, or press **Enter** to skip this field. (The **Inquiry** command is available if Accounts Payable is interfaced with Job Cost.) If Accounts Payable is interfaced with Job Cost, the description of the job appears for verification when you enter a job ID.
Inquiry Maint	Phase ID	If you entered a job ID, enter the ID of the phase (cost center) affected by the requisition, or press **Enter** to skip this field. (The **Inquiry** command is available if Accounts Payable is interfaced with Job Cost.)
Inquiry Maint	Cost Code	If you entered a job ID and Accounts Payable is interfaced with Job Cost, select a cost code. If you entered a job ID and Accounts Payable is not interfaced with Job Cost, enter a cost code for reference purposes only, or press **Enter** to skip this field.

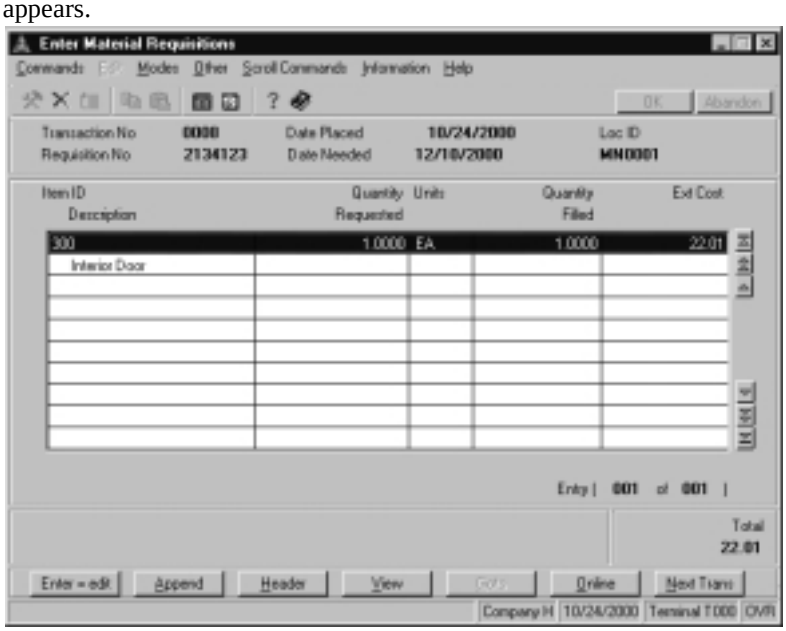
	Field	Description
Inquiry Maint	GL Account	If Accounts Payable is interfaced with Job Cost and you entered a job ID, the WIP account from the DMxxxx table is displayed. If Accounts Payable is not interfaced with Job Cost and the line is for an inventory item, the inventory account from the DMxxxx table is displayed. If you do not enter a job ID and use a noninventory item, the expenses account from the DMxxxx table is displayed. Accept the displayed account number, or enter a different account number. (The **Inquiry** command is available if Accounts Payable is interfaced with General Ledger.)
	Quantity Requested	Enter the number of units of the item you are requesting.
Inquiry	Units	Enter a valid unit of measure for this item. If you are requesting an item that is not kept in inventory, you can enter any unit of measure for the item; for example, you might enter **DZ** if you measure the item by the dozen.
	Quantity Filled	Enter the number of units of the item you received. If you are changing a requisition, the number of units you entered is displayed and you cannot change it.
	Quantity Backordered	Enter the number of units that are backordered. The requisition stays open until this quantity is zero. If you are editing a requisition, you cannot change this field. You cannot enter a backorder quantity greater than the quantity still on demand (the quantity requested minus the quantity filled).
	Unit Cost	Accept the displayed amount, or enter a different amount.
	Ext Cost	If the line is for a noninventory item, enter the extended cost of the line.
	Total	The total amount of the items is displayed at the bottom of the screen.

After you save the line item, you can enter another line item or exit to the Material Requisitions screen.

When you save the first line item, the totals are updated and your entries are saved. You cannot use the **Abandon (Cancel)** command to cancel the purchase. You can delete the entire purchase by using the **Delete** (**F3**) command on the header screen.

Material Requisitions Screen

When you exit from the line-item entry screen, the Material Requisitions screen appears.



The Material Requisitions screen is divided into these sections:

- Information from the header screen is summarized at the top of the screen.
- The line-item entry area or the line-item scroll region is displayed in the middle of the screen.
- The requisitions totals are displayed at the bottom of the screen.

Enter = edit, Append, Header, View, Online, Goto, Next trans

To edit a line item, move the prompt to the line and press **Enter**. To append a line item to the transaction, press **A**. Then see **Material Requisitions Line-Item Entry Screen** earlier in this section.

To return to the header screen, press **H**. When you return to the header screen, you do not lose the line-item and totals entries because you already saved them.

To look at an expanded summary of the line item, move the prompt to the line item, and press **V.** Additional information about the line item, such as the general ledger account and description, quantity purchased, and cost information, appears on the View Line screen. Press any key to return to the Material Requisitions screen.

To send an online instruction to produce the material requisition, press **O**. Select the output device. After the requisition is produced, you are returned to the Material Requisitions screen.

To go directly to a particular line item, press **G**. Then enter the line number. (This command appears only if there is more than one screen of line items.)

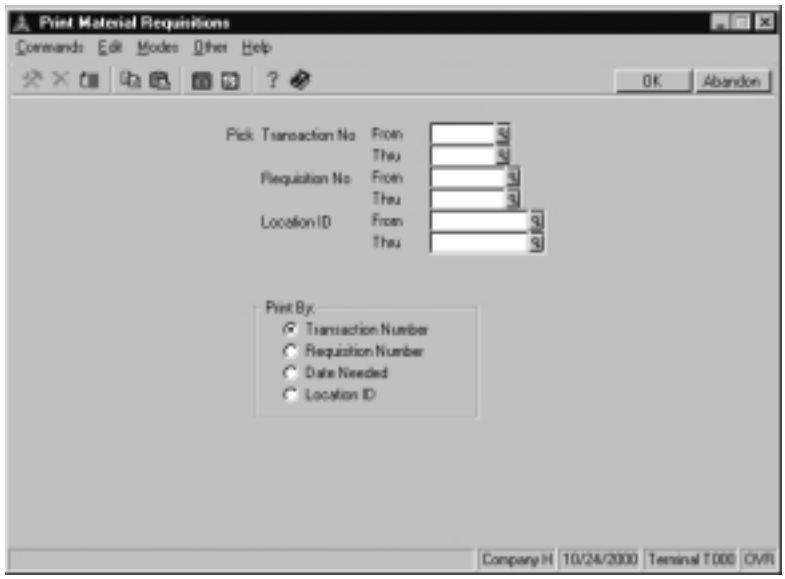
To finish with the material requisition on the screen and move to a blank header screen to enter a new material requisition, press **N**. Then see **Material Requisitions Header Screen** earlier in this section.

Print Material Requisitions

Use the Print Material Requisitions function to print material requisition forms or to print material requisitions on 8½-by-11-inch paper.

Print Material Requisitions Screen

Select **Print Material Requisitions** from the Material Requisitions menu. The function screen appears.



Inquiry

1. Enter the transaction numbers you want to print on forms.

Inquiry

2. Enter the requisition numbers you want to print on forms.

Inquiry

3. Enter the location IDs you want to print on forms.

4. Select the order in which you want to print the forms.

If you order items from several locations on a requisition, and you want to print a separate form for each location, you must organize the requisitions by location ID.

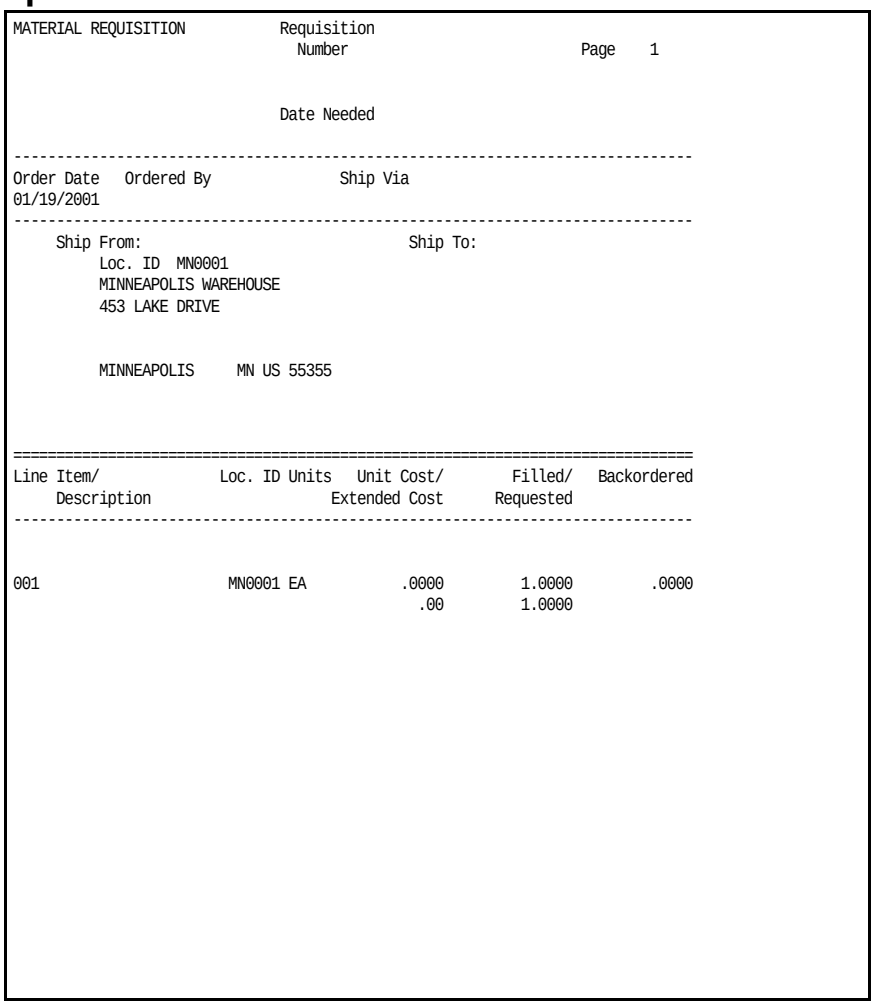
5. Select the output device.

After the forms are produced, the Material Requisitions menu appears.

Sample Material Requisition Form

If you organize the requisitions by transaction number, requisition number, or the date the items are needed, the location ID is listed next to the item number for each line item. The sample requisition is organized by location ID, so the location information is listed near the top of the requisition instead of being listed for each line item.

Material Requisition



```
MATERIAL REQUISITION          Requisition
                                Number                          Page    1


                              Date Needed

------------------------------------------------------------------------------
Order Date   Ordered By              Ship Via
01/19/2001
------------------------------------------------------------------------------
     Ship From:                              Ship To:
          Loc. ID  MN0001
          MINNEAPOLIS WAREHOUSE
          453 LAKE DRIVE


          MINNEAPOLIS     MN US 55355



==============================================================================
Line Item/             Loc. ID Units   Unit Cost/        Filled/   Backordered
     Description                     Extended Cost      Requested
------------------------------------------------------------------------------


001                     MN0001 EA          .0000         1.0000         .0000
                                             .00         1.0000
```

Material Requisitions Journal

Print the Material Requisitions Journal before you post requisitions to check for mistakes and omissions and to use as an audit trail of material requisitions and returned material requisitions. If you find incorrect material requisitions in the Material Requisitions Journal, use the Change Material Requisitions option in the Enter Material Requisitions function (see page 6-3) to edit or delete them.

You cannot post material requisition credits to inventory item accounts if you did not elect that option in the Resource Manager Options and Interfaces function.

Material Requisitions Journal Screen

Select **Material Requisitions Journal** from the Material Requisitions menu. The function screen appears.

Inquiry

1. Enter the range of material requisitions you want in the journal.

2. Select the amount of detail you want in the journal: line items or only the header information and totals.

3. Select the order in which you want to organize the journal.

4. Select the output device.

After the journal is produced, the Material Requisitions menu appears.

A sample of the Material Requisitions Journal appears below.

Material Requisitions Journal

01/20/2001 Builders Supply Page 1
10:40 AM Material Requisitions Journal
Detail by Transaction Number

Tran.	Ent.	St.	Req. No. / Ship-to	-- Date -- Placed / Needed	GL Per. Acct. / Description	Cost Code	Job Phase	Loc. ID, Item ID / Item Description	Units	---Quantity--- Filled / Backordered	Amount
0012	001	MR		01/19/1999	01 999900			MN0001	EA	1.0000	.00
										.0000	
0012	TOT	MR		01/19/1999	01						.00
0013	001	MR		01/19/1999	01 999900			MN0001	EA	1.0000	.00
										.0000	
0013	TOT	MR	314	01/19/1999 12/12/1912	01						.00

	Requisitions	Returns	SUBTOTAL
GRAND TOTALS	.00	.00	.00

End of Report

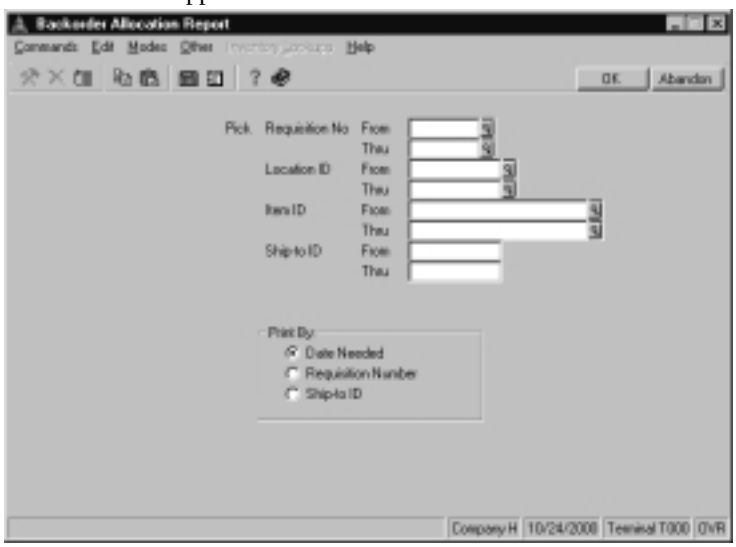
Backorder Allocation Report

Produce the Backorder Allocation Report to find out which backordered requisitions can be filled with items that have been received in inventory and to use as an audit trail. This report is helpful when you check for mistakes and omissions before you post material requisitions. If you find incorrect material requisitions in the Backorder Allocation Report, use the Enter Material Requisitions function (see page 6-3) to edit or delete them.

You cannot produce this report if Accounts Payable is not interfaced with Inventory.

Backorder Allocation Report Screen

Select **Backorder Allocation Report** from the Material Requisitions menu. The function screen appears.



Inquiry

1. Enter the range of material requisition numbers you want to include in the report.

Inquiry

2. Enter the range of location IDs you want to include in the report.

Inquiry

3. Enter the range of item IDs you want to include in the report.

4. Enter the range of ship-to IDs you want to include in the report.

5. Select the order in which you want to organize the report.

   The report shows how the backorders can be filled, based on the way you organize the report. For example, if you have 30 requisitions for item 100 but only 25 are available and you organize the report by the date the items are needed, the backorders needed soonest are filled first until all 25 items are allocated. If you organize the report by requisition number, the backorders for requisition number 00000001 are filled first, backorders for 00000002 are filled second, and so on.

6. Select the output device.

After the report is produced, the Material Requisitions menu appears.

A sample of the Backorder Allocation Report appears at the end of this section.

Notes

How Backorders Are Arranged

For each group of backorders for an inventory item, the first backorder listed is filled first, the next backorder is filled second, and so on. The system partially fills a backorder if the on-hand quantity reaches zero; the amount in the Allocated column for the remaining backorders for the item is zero. No backordered item whose on-hand quantity is zero is listed in the report.

Balance Available

The balance available is the quantity available minus the total quantity that has been allocated. The balance available is zero if the quantity backordered is greater than the quantity available.

Backorder Allocation Report

01/20/2001 Builders Supply Page 1
8:18 AM Backorder Allocation Report
By Location ID/Item/Date Needed

Loc. ID Description

MN0001 MINNEAPOLIS WAREHOUSE

Item ID	Description	Default Unit	Qty. Available	Bin No.
200500	Sump Pump	EA	12.0000	D-9

Date Needed	Requisition No.	Ship-to ID	Tran No.	On Backorder	Allocated	Line No.
	15436AM		0009	5.0000	5.0000	001
			Item 200500 Total		5.0000	
			Balance Available		7.0000	

End of Report

Post Material Requisitions

When you post material requisitions, the requisitions and returned requisitions (except for backorders) are removed from the APMDxxx and APMHxxx (Material Requisitions) files. If you keep detail history, detailed line-item information updates the APHIxxx (Detail History) file.

Interfaces

General Ledger

If Accounts Payable is interfaced with General Ledger, debit and credit entries are created in the GLJRxxx (Journal) file. If you post detail (line-item) information, entries are made for each line item. If you post summary (totals) information, one entry is made for each account.

When you post material requisitions and returned requisitions, entries are made to several accounts:

Material Inv	Expense		Material Misc	Expense
CR	DB	or	CR	DB

You specify the expense account(s) when you enter requisitions.

Job Cost

If Accounts Payable is interfaced with Job Cost, the cost information in the JOHIxxx (Detail History) file is automatically updated, and the JOBSxxx (Jobs) file is optionally updated when you post.

Inventory

If Accounts Payable is interfaced with Inventory and you have elected to post material requisition credits to inventory item accounts in the Resource Manager Options and Interfaces function, inventory item accounts are credited. If you are not posting the credits to inventory item accounts, the material inventory account in the MRGLxxx table is used.

Before Posting

Before you post, do these things:

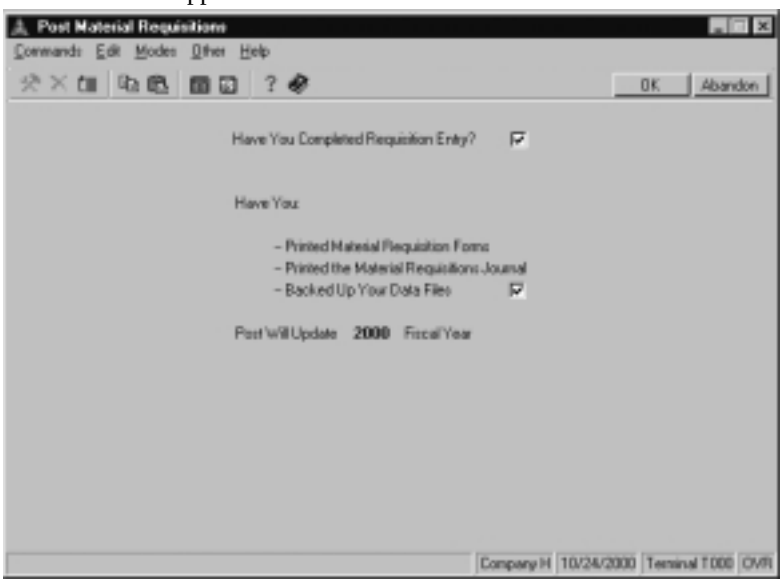
- If you have a multiuser system, make sure that no one else is using the Accounts Payable system. You cannot post if someone else is using Accounts Payable functions.
- Print the Material Requisitions Journal (see page 6-11).
- Print the Backorder Allocation Report (see page 6-19).
- Back up all the data files.

The information in the Material Requisitions Journal comes from the APCMxxx (Requisition Control) file and the APMDxxx and APMHxxx (Material Requisitions) files. Posted entries are cleared from these files to make room for the next group of entries. Because you cannot reconstruct the journals after you post, printing them before you post is important.

Backing up your data files before you post is an important practice. Unforeseen problems, such as a power surge or failure, can interrupt the post and result in the loss of data.

Post Material Requisitions Screen

Select **Post Material Requisitions** from the Material Requisitions menu. The function screen appears.



1. If you have entered and reviewed the accounts payable requisitions, check the box (or enter **Y** in text mode); if not, uncheck the box (or enter **N** in text mode) and return to the Material Requisitions menu.

2. If you have produced the appropriate material requisitions forms and the Material Requisitions Journal and backed up the data files, check the box (or enter **Y** in text mode); if not, uncheck the box (or enter **N** in text mode) and return to the Material Requisitions menu.

3. If Accounts Payable is not interfaced with General Ledger or if you have not created last-year data in General Ledger, the fiscal year is displayed.

4. Select the output device.

After posting is completed and the log is printed, the Material Requisitions menu appears.

A sample of the posting log appears below.

Material Requisitions Posting Log

```
01/20/2001                          Builders Supply                    Page    1
10:46 AM                        Post Material Requisitions

   BALANCE                                        .00           .00


Amount posted to jobs file.              .00

Amount posted to history file.           .00

    End of Report
```

Management Reports 7

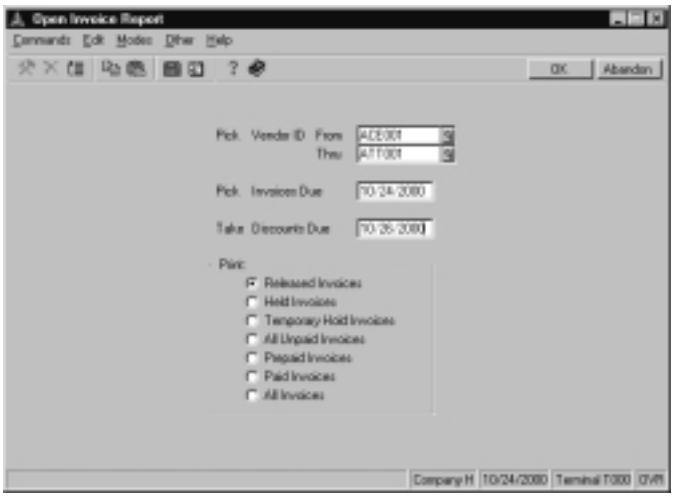
Open Invoice Report	7-3
Cash Flow Report	7-5
Aged Trial Balance	7-7
Vendor Analysis Report	7-11
Sales Tax Report	7-15

Open Invoice Report

The Open Invoice Report shows the invoiced orders and miscellaneous debits for the due date you specify. The invoiced transactions stay in the APINxxx (Open Invoice) and APIXxxx (Open Invoice Information) files until they are purged.

Open Invoice Report Screen

Select **Open Invoice Report** from the Management Reports menu. This screen appears.



Inquiry

1. Enter the range of vendors whose open invoices you want to include in the report.
2. Enter the date before and through which you want to list invoices.
3. Enter the date on and after which invoices are to be discounted.
4. Select the types of invoices you want to include in the report.
5. Select the output device.

After the report is produced, the Management Reports menu appears.

Open Invoices Report

10/14/2000 Builders Supply Page 1
3:35 PM Open Invoice Report
All Invoices Due as of 01/01/2000

Vendor ID	Vendor Name	PO Number	Invoice Number	St	1099	Invoice Date	Due Date	Invoice Amt.	Discount Amt.	Net Amount
ACE001	ACE PLUMBING SUPPLY COMPANY		30901	H	N	12/21/2000	12/31/2000	1923.96-	19.24-	1904.72-
Vendor ACE001 Current Balance	412018.87	VENDOR TOTAL						1923.96-	19.24-	1904.72-
		TOTAL						1923.96-	19.24-	1904.72-
		GRAND TOTAL						1923.96-	19.24-	1904.72-

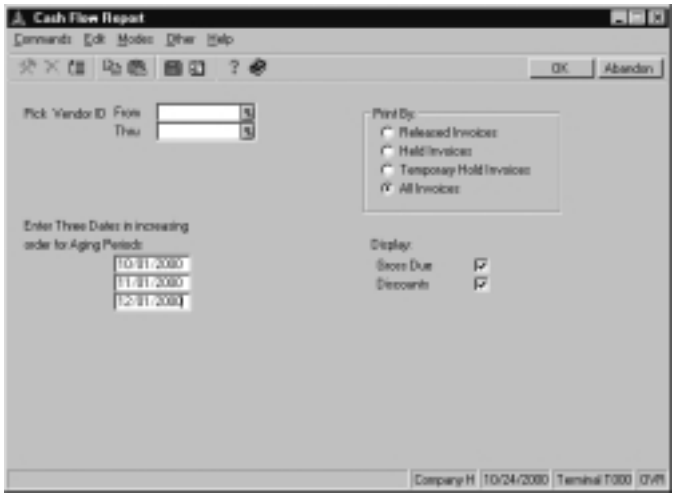
End of Report

Cash Flow Report

The Cash Flow Report shows the amount of cash you can expect to pay out within any three periods you specify. This information can help you project the cash position of your business and make sound payment decisions.

Cash Flow Report Screen

Select **Cash Flow Report** from the Management Reports menu. This screen appears.



Inquiry

1. Enter the range of vendors you want to include in the report.
2. Select the types of invoices you want to include in the report.
3. Enter three dates to establish aging periods. Enter the dates in chronological order, the earliest date first.
4. If you want gross amounts due and discounts in the report, check the box (or enter **Y** in text mode); if not, uncheck the box (or enter **N** in text mode).
5. Select the output device.

After the report is produced, the Management Reports menu appears.

Cash Flow Report

04/14/2001 Builders Supply Page 1
3:39 PM Cash Flow Report
All Invoices

Vendor / Inv. No.	H	Vendor Name / Inv. Date	Due Date		01/01/2000	10/10/2000	11/10/2000	Beyond	Total
ACE001		ACE PLUMBING SUPPLY COMPANY							
24920	H	08/12/2000	08/22/2000	Gross Due		71406.90			71406.90
				Discount		714.07			714.07
30072		11/04/2000	11/14/2000	Gross Due				114060.18	114060.18
				Discount				1140.60	1140.60
30820	H	12/09/2000	12/19/2000	Gross Due				212077.98	212077.98
				Discount				2120.78	2120.78
30896	H	12/21/2000	12/31/2000	Gross Due				16397.77	16397.77
				Discount				163.98	163.98
30901	H	12/21/2000	12/31/2000	Gross Due	1923.96-				1923.96-
				Discount	19.24-				19.24-
			VENDOR TOTAL	GROSS DUE	1923.96-	71406.90	.00	342535.93	412018.87
			VENDOR TOTAL	DISCOUNT	19.24-	714.07	.00	3425.36	4120.19
CLE001		CLEVELAND INTERIORS, INC.							
3711		10/05/2000	10/15/2000	Gross Due			61200.00		61200.00
				Discount			1224.00		1224.00
3711		10/05/2000	12/15/2000	Gross Due				111413.26	111413.26
				Discount				2228.27	2228.27
3855	H	12/11/2000	12/21/2000	Gross Due				27295.48	27295.48
				Discount				545.91	545.91
			VENDOR TOTAL	GROSS DUE	.00	.00	61200.00	138708.74	199908.74
			VENDOR TOTAL	DISCOUNT	.00	.00	1224.00	2774.18	3998.18
			GRAND TOTAL	GROSS DUE	1923.96-	71406.90	61200.00	498749.51	629432.45
			GRAND TOTAL	DISCOUNT	19.24-	714.07	1224.00	6199.54	8118.37

End of Report

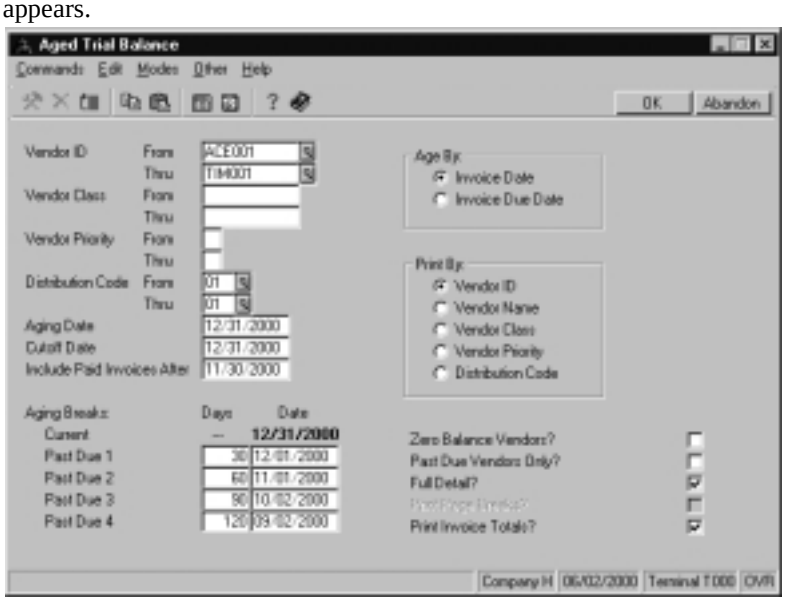
Aged Trial Balance

The Aged Trial Balance shows the invoice balances broken down into five aging periods. The detail report shows full detail for all invoices; the summary report shows only the aging period totals.

If you do not do periodic maintenance before you enter activity for a new month, the CURRENT columns in the report show activity for the current month and all the months you did not do periodic maintenance.

Aged Trial Balance Screen

Select **Aged Trial Balance** from the Management Reports menu. This screen appears.



1. Enter the range of vendors you want to include in the report.
2. Enter the range of vendor classes you want to include in the report.
3. Enter the range of vendor payment priorities you want to include in the report.

4. Enter the range of distribution codes you want to include in the report.
5. Accept the displayed aging date, or enter a different date to use as a starting point for aging the invoices.
6. Accept the displayed cutoff date, or enter a different cutoff date. Invoices dated later than this cutoff date will not appear in the report.
7. You can exclude paid invoices from the aging report by specifying a cutoff date. Accept the date that appears or enter a different date. Invoices paid before the date you enter will not be included in the aging report.
8. Aging breaks define aging buckets, or invoice categories with a particular aging status. Accept the displayed dates, or enter different dates.
9. Select the kind of date by which you want to age invoices.
10. Select the order in which you want to print the report.
11. If you want to include vendors with a balance of zero, check the box (or enter **Y** in text mode); if not, uncheck the box (or enter **N** in text mode).
12. If you want to include only vendors whose balance is past due, check the box (or enter **Y** in text mode); if not, uncheck the box (or enter **N** in text mode).
13. If you want to list line-item transactions associated with each vendor, check the box (or enter **Y** in text mode). If you want to list only totals associated with each vendor, uncheck the box (or enter **N** in text mode).
14. If you want information about each vendor to appear on a different page, check the box (or enter **Y** in text mode). If you want the information produced in a continuous flow, uncheck the box (or enter **N** in text mode). This option is available only if you have more than one page of data.
15. If you want each invoice to be added and included as a total, check the box (or enter **Y** in text mode); if not, uncheck the box (or enter **N** in text mode). This option is available only if you elected to include line-item transactions associated with each vendor.
16. Select the output device.

After the report is produced, the Management Reports menu appears.

Aged Trial Balance

12/24/2000 Builders Supply Page 1
9:01 PM Accounts Payable Detail Aged Trial Balance
Aged By Invoice Date
Sorted By Vendor ID
Aging Date: 12/24/2000

Invoice	St.	Inv. Date	Amount	Current	31-60	61-90	91-120	Over 120	Future
ACE001 ACE PLUMBING SUPPLY COMPANY (309)555-5321 Class PROD Distribution 01 Vendor Priority 0									
24920	H	08/12/2000	71406.90					71406.90	
30072		11/04/2000	114060.18		114060.18				
30820	H	12/09/2000	212077.98	212077.98					
VENDOR ACE001 TOTAL			397545.06	212077.98	114060.18	.00	.00	71406.90	.00
ATT001 ATLANTIS TELEPHONE CO. (800)458-8585 Class UTIL Distribution 01 Vendor Priority 1									
1712508		11/15/2000	212.00		212.00				
1712693		12/15/2000	212.00	212.00					
VENDOR ATT001 TOTAL			424.00	212.00	212.00	.00	.00	.00	.00
BOR001 BORIS CONSTRUCTION COMPANY (612)458-2423 Class PROD Distribution 01 Vendor Priority 0									
1208		11/17/2000	17080.84		17080.84				
CLE001 CLEVELAND INTERIORS, INC. (800)846-0333 Class PROD Distribution 01 Vendor Priority 0									
3711		10/05/2000	61200.00			61200.00			
3711		10/05/2000	111413.26			111413.26			
3855	H	12/11/2000	27295.48	27295.48					
VENDOR CLE001 TOTAL			199908.74	27295.48	.00	172613.26	.00	.00	.00
GRAND TOTAL			614958.64	239585.46	131353.02	172613.26	.00	71406.90	.00

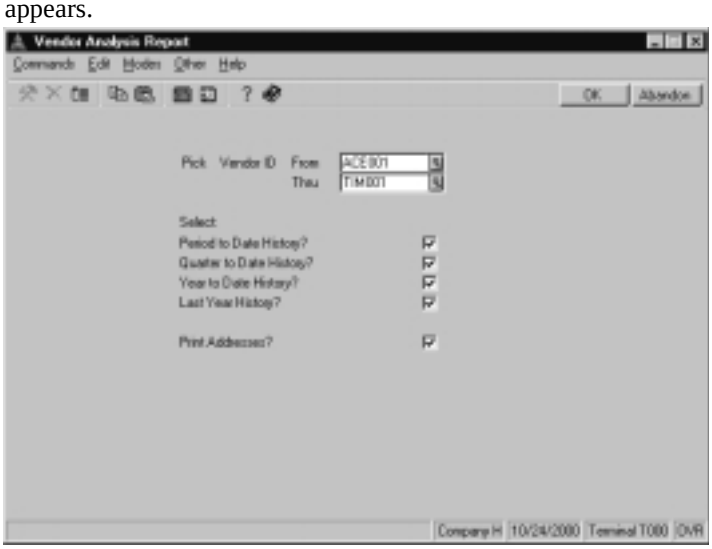
End of Report

Vendor Analysis Report

The Vendor Analysis Report shows the balances and cumulative purchases for the vendors you specify, and it summarizes the purchasing activity for those vendors.

Vendor Analysis Report Screen

Select **Vendor Analysis Report** from the Management Reports menu. This screen appears.



Inquiry

1. Enter the range of vendors you want to include in the report.

2. If you want the report to include history for the past period to date, check the box (or enter **Y** in text mode); if not, uncheck the box (or enter **N** in text mode).

3. If you want the report to include history for the past quarter to date, check the box (or enter **Y** in text mode); if not, uncheck the box (or enter **N** in text mode). If you include history for the past quarter, but not for the past period, the period is included in the quarter-to-date total, but is not listed separately.

4. If you want the report to include history for the past year to date, check the box or enter **Y**; if not, uncheck the box or enter **N**. If you include history for the past year, but not for the past quarter or period, that information is included in the year-to-date total, but is not listed separately.

5. If you want the report to include history for last year, check the box (or enter **Y** in text mode); if not, uncheck the box (or enter **N** in text mode). This data has no connection with data from the previous three selections.

6. If you want the addresses of each vendor to appear with the vendor, check the box (or enter **Y** in text mode); if not, uncheck the box (or enter **N** in text mode).

7. Select the output device.

After the report is produced, the Management Reports menu appears.

Vendor Analysis Report

04/14/2001 Builders Supply Page 1
4:00 PM Vendor Analysis Report

Vendor ID / Phone / Fax	Vendor Name / Address	---Terms--- %	Days	Balance Due / Prepaid	Last Purch. / Last Paymnt.		Purchases	Payments	Disc. Taken
ACE001	ACE PLUMBING SUPPLY COMPA	1.0	10	412018.87	12/21/2000	PTD	226551.79	.00	.00
(309)555-5321	6769 GOLDEN GATE DRIVE			.00	07/27/2000	QTD	340611.97	.00	.00
(309)555-5488	SAN FRANCISCO, CA 35454-5548					YTD	825438.71	432994.13	428.44
						L/Y	712995.11	688518.85	4473.53
ATT001	ATLANTIS TELEPHONE CO.	0.0	10	424.00	12/15/2000	PTD	212.00	.00	.00
(800)458-8585	49838 65 ST N. SUITE 498			.00	11/27/2000	QTD	636.00	424.00	.00
(800)458-9393	MINNEAPOLIS, MN 49848-3939					YTD	2332.00	1908.00	.00
						L/Y	636.00	636.00	.00
		TOTAL		412442.87		PTD	226763.79	.00	.00
				.00		QTD	341247.97	424.00	.00
						YTD	827770.71	434902.13	428.44
						L/Y	713631.11	689154.85	4473.53

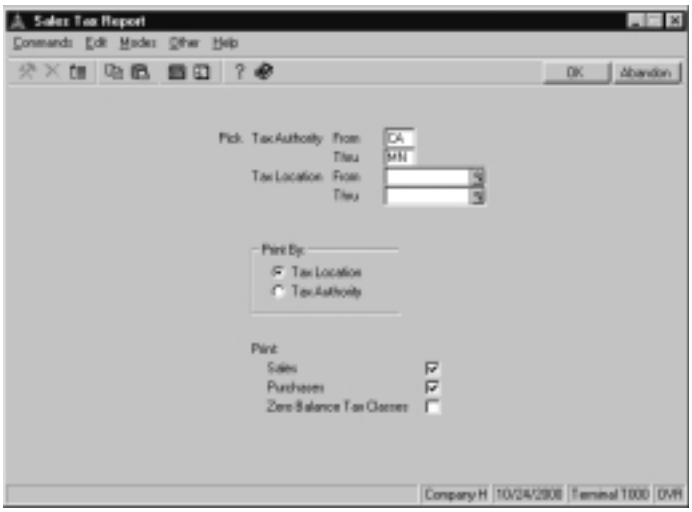
End of Report

Sales Tax Report

The Sales Tax Report shows the amount of taxes paid on both sales and purchases after posting.

Sales Tax Report Screen

Select **Sales Tax Report** from the Management Reports menu. This screen appears



Inquiry

1. Enter the range of tax authorities you want to include in the report.
2. Enter the range of tax locations you want to include in the report.
3. Select the order in which you want to print the report.
4. If you want taxes for sales, purchases, or both in the report, check the box (or enter **Y** in text mode); if not, uncheck the box (or enter **N** in text mode).
5. If you want tax classes with no balances included in the report, check the box (or enter **Y** in text mode); if not, uncheck the box (or enter **N** in text mode).
6. Select the output device.

After the report is produced, the Management Reports menu appears.

Sales Tax Report

10/24/2000 Builders Supply Page 1
9:13 PM Sales Tax Report
By Tax Location

Tax Loc	Name	Level	Tax Auth.	Tax ID	General Ledger Accounts: Tax Liability	Refundable	--- Tax on ---: Frt.	Misc.
CA	California Sales Tax	1	CA	45-983459823	203800	203800	NO	NO

Tax Class	Description / Exp. Acct.	Sales Tax Purch	Tax Ref. Tax		Taxable	Nontaxable	Tax	Calculated	Over/Short	Refundable
00	Consumer Goods	4.000		Sales	2326.14	46522.97	93.04	93.05	.01-	
	806000	4.000	.000	Purch	.00	.00	.00	.00	.00	.00
TOTAL FOR LOCATION CA				Sales	2326.14	46522.97	93.04	93.05	.01-	
				Purch	.00	.00	.00	.00	.00	.00

Tax Loc	Name	Level	Tax Auth.	Tax ID	General Ledger Accounts: Tax Liability	Refundable	--- Tax on ---: Frt.	Misc.
MD	Maryland Sales Tax	1	MD	837461872341	203800	203800	NO	NO

Tax Class	Description / Exp. Acct.	Sales Tax Purch	Tax Ref. Tax		Taxable	Nontaxable	Tax	Calculated	Over/Short	Refundable
00	Consumer Goods	5.000		Sales	2574.22	39177.17	128.74	128.71	.03	
	806000	5.000	.000	Purch	.00	.00	.00	.00	.00	.00
TOTAL FOR LOCATION MD				Sales	2574.22	39177.17	128.74	128.71	.03	
				Purch	.00	.00	.00	.00	.00	.00

		Taxable	Nontaxable	Tax	Calculated	Over/Short	Refundable
GRAND TOTAL	Sales	4900.36	85700.14	221.78	221.76	.02	
	Purch	.00	.00	.00	.00	.00	.00

End of report

History Reports 8

AP Analysis Report	8-3
Purchase Analysis Report	8-7
Check History Report	8-11
Detail History Report	8-15
Payment History Report	8-19
Tax Audit Report	8-23
Summary Invoice History Report	8-27
Vendor Activity Report	8-31
Vendor Purchase History Report	8-35

AP Analysis Report

The AP Analysis Report provides an analysis of your company's payables. The report has three parts. Each part compares the payables of a period you specify with those of a previous period, the previous three periods, and the same period of the previous year.

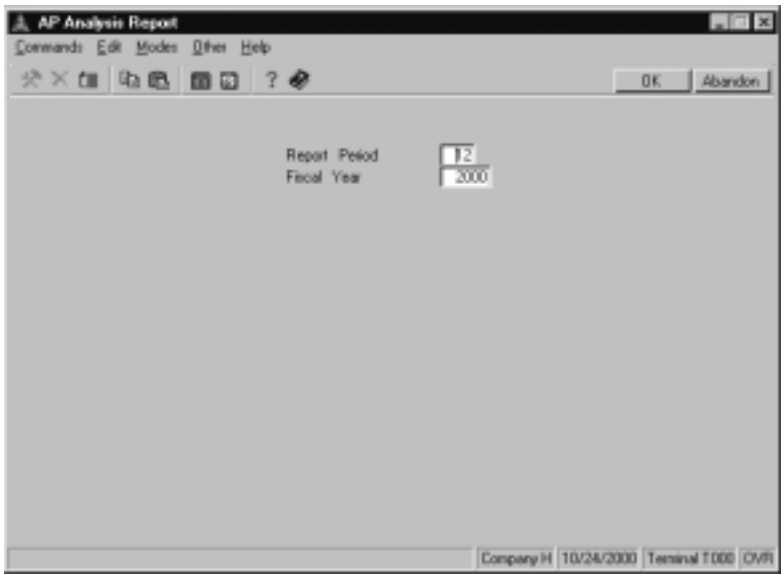
The first section of the report shows the total purchases and the outstanding payables. The second section shows the total payments, the amounts that were prepaid and paid on account, and the amounts that were eligible and ineligible for a discount. The third section shows the total discount amounts that were available, taken, and lost.

The system reads backwards through the APHSxxx (Summary History) file to find data for the previous periods. If you did not do period-end maintenance for a period, the data will be inaccurate for that period.

You cannot produce the report if you did not elect to keep summary history in the Resource Manager Options and Interfaces function, if the reporting period you specify has no summary history, or if you did not build the APPDxxx table.

AP Analysis Report Screen

Select **AP Analysis Report** from the History Reports menu. The function screen appears.



1. Accept the current period that is displayed from the APPDxxx table, or enter a different period.

   If the reporting period you specify has no summary history, the following message appears: **Warning: Summary history is not available for all comparisons**. If this message appears, you can still produce the report, but *.00** will appear where summary history is not available.

2. Press **Enter** to show data for the current fiscal year that is displayed from the APPDxxx table, or enter a different fiscal year.

3. Select the output device.

After the report is produced, the History Reports menu appears.

AP Analysis Report

12/24/2000 Builders Supply Page 1
4:06 PM AP Analysis Report
For Period 12/2000

Accounts Payable

	--- Current Period --- Amount	%Purch.	------ 3-Period Average ------ Amount	%Purch.	%Curr.	-------- Prior Period -------- Amount	%Purch.	%Curr.	--- Same Period Last Year ---- Amount	%Purch.	%Curr.
Total Purchases	142050.62	100.00	245242.21	100.00	172.64	291537.86	100.00	205.24	476020.54	100.00	335.11
Accounts Payable	142050.62	100.00	392870.53	160.20	276.57	663015.92	227.42	466.75	365099.43	76.70	257.02

Payments

iod --- ------ 3-Period Average ------ Amount	%Avail. %Elig.	-------- Prior Period -------- Amount	%Avail. %Elig.	%Curr.	--- Same Period Last Year ---- Amount	%Avail. %Elig.	%Curr.	Amount	%Avail. %Elig.	%Curr.
Disc Available .00	.00 .00	14.13	100.00 2.00	.00	21.20	100.00 2.00	.00	5494.49	100.00 1.18	.00
Disc Taken .00	.00 .00	.00	.00 .00	.00	.00	.00 .00	.00	5479.97	99.74 1.17	.00
Disc Lost .00	.00 .00	14.13	100.00 2.00	.00	21.20	100.00 2.00	.00	14.52	.26 .00	.00

End of Report

Purchase Analysis Report

The Purchase Analysis Report provides an analysis of your company's purchases based on a reporting period you specify and of the last fiscal year's trends by period.

The report has two parts. The first part shows the current and previous year's purchases and discounts taken and lost for the reporting period, quarter, and year. The second part of the report shows the purchases and discounts taken and lost for the reporting period and the previous 12 periods.

You cannot produce the report if you did not elect to keep summary history in the Resource Manager Options and Interfaces function, if the reporting period you specify has no summary history, or if you did not build the APPDxxx table.

Purchase Analysis Report Screen

Select **Purchase Analysis Report** from the History Reports menu. The function screen appears.

1. Accept the current period that is displayed from the APPDxxx table, or enter a different period.

   If the reporting period you specify has no summary history, the following message appears: **Warning: Summary history is not available for this period**. If this message appears, you can still produce the report, but *.00** will appear where summary history is not available.

2. Accept the current fiscal year that is displayed from the APPDxxx table, or enter a different year.

3. Select the output device.

After the report is produced, the History Reports menu appears.

Purchase Analysis Report

12/24/2000 Builders Supply Page 1
4:08 PM Purchase Analysis Report
For Period 12/2000

	Current Year			Last Year			
	Current Period	Quarter-to-Date	Year-to-Date	Current Period	Quarter-to-Date	Year-to-Date	
Purchases	142050.62	735726.64	2845688.18	476020.54	907971.50	3439231.76	*
Discounts Taken	.00	.00	5837.92	5479.97	5479.97	25414.12	*
Discounts Lost	.00	42.40	14970.45	14.52	388.76	388.76	*

12-Month Trend

	Purchases		Discounts Taken		Discounts Lost	
	Amount	%Curr.	Amount	%Curr.	Amount	%Curr.
Current Period	142050.62	100.00	.00	.00	.00	.00
Back 1 Period	291537.86	205.24	.00	.00	21.20	.00
Back 2 Periods	302138.16	212.70	.00	.00	21.20	.00
Back 3 Periods	152237.75	107.17	.00	.00	.00	.00
Back 4 Periods	72413.90	50.98	.00	.00	.00	.00
Back 5 Periods	1007.00	.71	2757.36	.00	.00	.00
Back 6 Periods	266522.69	187.63	.00	.00	13.86	.00
Back 7 Periods	93503.77-	65.82-	.00	.00	4961.13	.00
Back 8 Periods	744631.13	524.20	277.74	.00	5097.36	.00
Back 9 Periods	593418.21	417.75	802.82	.00	2854.72	.00
Back 10 Periods	305775.04	215.26	.00	.00	312.24	.00
Back 11 Periods	67459.59	47.49	2000.00	.00	1688.74	.00
Back 12 Periods	476020.54	335.11	5479.97	.00	14.52	.00

End of Report

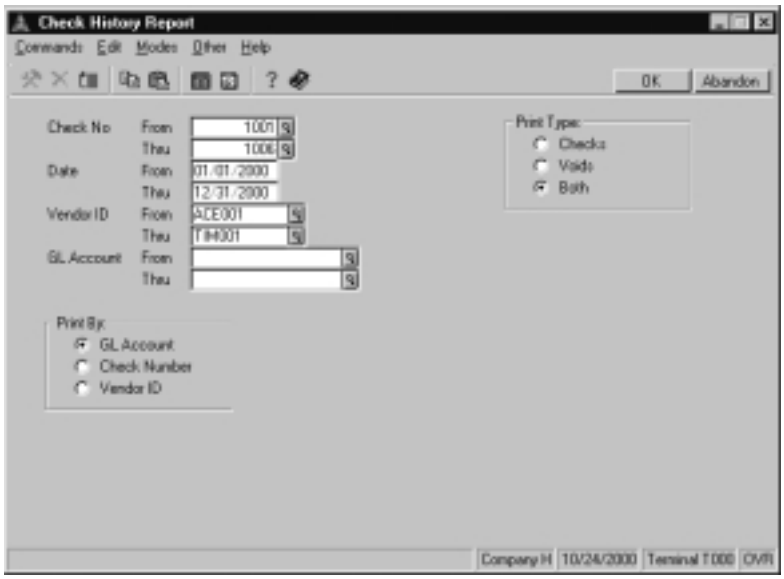
Check History Report

The Check History Report is a log of all the checks in the APCHxxx (Checks) file.

You cannot produce the report if you did not elect to keep check history in the Resource Manager Options and Interfaces function.

Check History Report Screen

Select **Check History Report** from the History Reports menu. The function screen appears.



Inquiry

1. Enter the range of checks you want to include in the report.

2. Enter the range of dates associated with the check numbers you want to include in the report.

3. Enter the range of vendors associated with the checks you want to include in the report.

4. Enter the range of general ledger accounts associated with the checks you want to include in the report. (The **Inquiry** command is available if Accounts Payable is interfaced with General Ledger.)

5. Select the order in which you want to print the report.

6. Select the type of checks to include in the report. You can include only checks, only void checks, or both checks and void checks.

7. Select the output device.

After the report is produced, the History Reports menu appears.

Check History Report

04/14/2001 Builders Supply Page 1
4:16 PM Check History Report
Printed by GL Account

Check No.	Check Date	Void?	Vendor	Pay-to Name	GL Account	Check Type	Check Amt.
0001001	12/01/2000	NO	ACE001	ACE PLUMBING SUPPLY COMPANY	100000	Released	114060.18
0001002	12/01/2000	NO	ATT001	ATLANTIS TELEPHONE CO.	100000	Released	212.00
0001003	12/01/2000	NO	CLE001	CLEVELAND INTERIORS, INC.	100000	Released	61200.00
0001004	12/01/2000	NO	EDD001	EDDY APPLIANCE CO.	100000	Released	1060.00
0001005	12/01/2000	NO	HEN001	HENNEPIN MUNICIPAL UTILITIES	100000	Released	530.00
0001006	12/01/2000	NO	JOH001	JOHNSON DOOR COMPANY, INC.	100000	Released	1166.53
0001007	12/01/2000	NO	MIN001	MINNEAPOLIS WATER DEPARTMENT	100000	Released	53.00
0001008	12/01/2000	NO	THO001	THOMPSON HEATING &	100000	Released	127457.90
				Total for GL Account 100000			305739.61
				GRAND TOTAL			305739.61

* Gap in sequence

Detail History Report

The Detail History Report, which you can print in either detailed or summary format, contains information from the APHIxxx (Detail History) file. You can use it to review the purchases and returns you made and miscellaneous debits and material requisitions.

You cannot produce the report if you did not elect to keep detail history in the Resource Manager Options and Interfaces function.

Detail History Report Screen

Select **Detail History Report** from the History Reports menu. The function screen appears.

Inquiry

1. Enter the range of vendors you want to include in the report.
2. Enter the range of invoice numbers you want to include in the report.

3. Enter the range of dates associated with the vendors' invoices you want to include in the report.

4. Enter the range of item IDs associated with the vendors' invoices you want to include in the report.

5. Enter the range of location IDs associated with the vendors' invoices you want to include in the report.

6. Enter the range of job IDs associated with the vendors' invoices you want to include in the report. (The **Inquiry** command is available if Accounts Payable is interfaced with Job Cost.)

7. Enter the range of general ledger accounts associated with the vendor's invoices you want to include in the report. (The **Inquiry** command is available if Accounts Payable is interfaced with General Ledger.)

8. Enter the range of general ledger periods whose history you want in the report.

9. Select the order in which you want to print the report.

10. Select the level of detail you want in the report.

11. Select the type of units you want printed in the report.

    If Accounts Payable is interfaced with Inventory, the base unit may be the smallest unit the item is priced by; for example, computer diskettes might be priced by the individual diskette even though they are packaged in boxes of 100.

12. Specify whether you want to print additional descriptions. This option is available only if you elected to use additional descriptions in the Resource Manager Options and Interfaces function.

13. Select the output device.

After the report is produced, the History Reports menu appears.

Detail History Report

04/14/2000 Builders Supply Page 1
4:17 PM Vendor Detail History Report
Detail by Vendor ID

Vendor ID / Name	Invoice	Date	P.O.	GL Period / GL Account	Job / Phase	Cost Code	Loc. ID, Item ID / Description	Units	Quantity / Unit Cost	Ext. Cost
VENDOR ATT001 ATLANTIS TELEPHONE CO.										
ATT001	1710486	10/15/1999	14019038	10			MN0001	EA	1.0000	200.00
				533001			Telephone Expense		200.0000	
ATT001	1710625	11/15/1999	14019052	11			MN0001	EA	2.0000	400.00
				533001			Telephone Expense		200.0000	
ATT001	1710989	01/15/2000	14019065	01			MN0001	EA	1.0000	200.00
				533001			Telephone Expense		200.0000	
ATT001	1711101	02/15/2000	14019074	02			MN0001	EA	1.0000	200.00
				533001			Telephone Expense		200.0000	
ATT001	1711284	03/15/2000	14019081	03			MN0001	EA	1.0000	200.00
				533001			Telephone Expense		200.0000	
ATT001	1711406	04/15/2000	14019088	04			MN0001	EA	1.0000	200.00
				533001			Telephone Expense		200.0000	
ATT001	1711672	06/15/2000	14019096	06			MN0001	EA	1.0000	200.00
				533001			Telephone Expense		200.0000	
ATT001	1711807	07/15/2000	14019101	07			MN0001	EA	1.0000	200.00
				533001			Telephone Expense		200.0000	
ATT001	1711999	08/15/2000	14019106	08			MN0001	EA	1.0000	200.00
				533001			Telephone Expense		200.0000	
ATT001	1712141	09/15/2000	14019112	09			MN0001	EA	1.0000	200.00
				533001			Telephone Expense		200.0000	

04/14/2000 Builders Supply Page 4
4:17 PM Vendor Detail History Report
Detail by Vendor ID

Vendor ID / Name	Invoice	Date	P.O.	GL Period / GL Account	Job / Phase	Cost Code	Loc. ID, Item ID / Description	Units	Quantity / Unit Cost	Ext. Cost
ATT001	1712371	10/15/2000	14019120	10			MN0001	EA	1.0000	200.00
				533001			Telephone Expense		200.0000	
ATT001	1712508	11/15/2000	14019131	11			MN0001	EA	1.0000	200.00
				533001			Telephone Expense		200.0000	
ATT001	1712693	12/15/2000	14019142	12			MN0001	EA	1.0000	200.00
				533001			Telephone Expense		200.0000	
VENDOR ATT001 TOTAL									14.0000	2800.00
GRAND TOTAL										1454152.63

End of Report

Payment History Report

The Payment History Report lists paid invoices, check numbers, check dates, voided check information, and payment types. This information comes from the transactions that were posted to the APHIxxx (Detail History) file.

You cannot produce the report if you did not elect to keep detail history in the Resource Manager Options and Interfaces function.

Payment History Report Screen

Select **Payment History Report** from the History Reports menu. This screen appears.

Inquiry

1. Enter the range of vendors you want to include in the report.
2. Enter the invoice numbers you want to include in the report.

3. Enter the range of dates associated with the vendors' invoices you want to include in the report.

4. Enter the range of check numbers associated with the vendors' invoices you want to include in the report.

5. Select the order in which you want to print the report.

6. Select the amount of detail you want in the report.

7. Select the output device.

After the report is produced, the History Reports menu appears.

Payment History Report

12/14/2000 Builders Supply Page 1
4:19 PM Payment History Report
Detail by Vendor ID

Vendor ID	Vendor Name	Check Number	Check Date	Invoice Number	Invoice Date	Gross Amount	Deductions	Net Paid	Payment Type
ACE001	ACE PLUMBING SUPPLY COMPANY	0000001	08/27/1999	12905	07/14/1999	110104.32	1101.04	109003.28	
ACE001	ACE PLUMBING SUPPLY COMPANY	0000001	08/27/1999	12985	07/09/1999	140392.23	.00	140392.23	
ACE001	ACE PLUMBING SUPPLY COMPANY	0000001	08/27/1999	13108	07/14/1999	267383.94	2673.84	264710.10	
ACE001	ACE PLUMBING SUPPLY COMPANY	0000001	08/27/1999	13298	07/11/1999	23900.03	.00	23900.03	
ACE001	ACE PLUMBING SUPPLY COMPANY	0000001	08/27/1999	13299	07/08/1999	42470.81	.00	42470.81	
ACE001	ACE PLUMBING SUPPLY COMPANY	0012036	10/27/1999	14211	09/22/1999	37423.51	.00	37423.51	
ACE001	ACE PLUMBING SUPPLY COMPANY	0012049	12/27/1999	14388	10/09/1999	1452.41	.00	1452.41	
ACE001	ACE PLUMBING SUPPLY COMPANY	0012049	12/27/1999	15200	11/05/1999	69865.13	698.65	69166.48	
ACE001	ACE PLUMBING SUPPLY COMPANY	0012086	01/27/2000	15701	12/11/1999	20002.73	.00	20002.73	
ACE001	ACE PLUMBING SUPPLY COMPANY	0012123	03/27/2000	16988	02/17/2000	114748.39	.00	114748.39	
ACE001	ACE PLUMBING SUPPLY COMPANY	0012123	03/27/2000	17044	02/11/2000	21163.88	.00	21163.88	
ACE001	ACE PLUMBING SUPPLY COMPANY	0012147	04/27/2000	18911	03/11/2000	309735.71	.00	309735.71	
ACE001	ACE PLUMBING SUPPLY COMPANY	0012208	05/27/2000	19021	04/06/2000	19124.73	.00	19124.73	
ACE001	ACE PLUMBING SUPPLY COMPANY	CASH	07/27/2000	20342	05/24/2000	-94197.01	.00	-94197.01	PREPAID
ACE001	ACE PLUMBING SUPPLY COMPANY	0012321	07/27/2000	22110	06/01/2000	42844.14	428.44	42415.70	
	VENDOR ACE001 TOTALS					1126414.95	4901.97	1121512.98	
				GRAND TOTAL		1126414.95	4901.97	1121512.98	

End of Report

Tax Audit Report

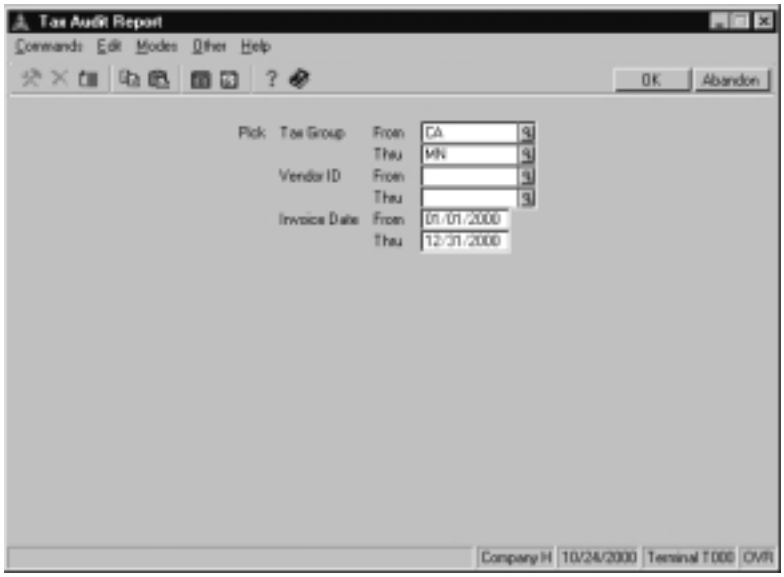
The Tax Audit Report shows the tax and refundable amounts allocated to five tax levels. This information comes from the transactions posted to the APHIxxx (Detail History) file.

Produce this report before you delete records or purge history.

You cannot produce the report if you did not elect to keep detail history in the Resource Manager Options and Interfaces function.

Tax Audit Report Screen

Select **Tax Audit Report** from the History Reports menu. The function screen appears.



Inquiry

1. Enter the range of tax groups you want to include in the report.

Inquiry

2. Enter the range of vendors you want to include in the report.

3. Enter the range of invoice dates you want to include in the report.
4. Select the output device.

After the report is produced, the History Reports menu appears.

Tax Audit Report

12/24/2000 Builders Supply Page 1
4:20 PM Tax Audit Report

Invoice Date	Invoice Number	Vendor ID	Invoice Subtotal	Level 1 Tax Level 1 Ref.	Level 2 Tax Level 2 Ref.	Level 3 Tax Level 3 Ref.	Level 4 Tax Level 4 Ref.	Level 5 Tax Level 5 Ref.
Tax Group CA				CA				
12/21/2000	30896	ACE001	15469.59	928.18	.00	.00	.00	.00
12/21/2000	30901	ACE001	1815.06-	108.90-	.00	.00	.00	.00
12/21/2000	41067	TIM001	8920.55	535.25	.00	.00	.00	.00
12/21/2000	57001	ELL001	1740.29	104.42	.00	.00	.00	.00
Tax Group CA TOTAL			24315.37	1458.95	.00	.00	.00	.00
Tax Group CAR				CAR				
07/03/1999	1705	THO001	125326.00	7519.56	.00	.00	.00	.00
07/03/1999	24760	TIM001	98706.26	5922.38	.00	.00	.00	.00
07/04/1999	40812	ELL001	50449.80	3026.99	.00	.00	.00	.00
07/05/1999	171283	MIL001	145420.80	8725.25	.00	.00	.00	.00
09/22/1999	14211	ACE001	35305.20	2118.31	.00	.00	.00	.00
09/25/1999	39100	JOH001	251547.05	15092.82	.00	.00	.00	.00
10/05/1999	7474785	PLA001	87456.00	5247.36	.00	.00	.00	.00
10/09/1999	14388	ACE001	1370.20	82.21	.00	.00	.00	.00
10/15/1999	1710486	ATT001	200.00	12.00	.00	.00	.00	.00
10/15/1999	201	MIN001	50.00	3.00	.00	.00	.00	.00
10/15/1999	90008472	TEL001	200.00	12.00	.00	.00	.00	.00
10/15/1999	94721304	HEN001	500.00	30.00	.00	.00	.00	.00
11/01/1999	301	BOR001	73863.20	4431.80	.00	.00	.00	.00
11/01/1999	7475103	PLA001	22895.40	1373.71	.00	.00	.00	.00
11/05/1999	15200	ACE001	65910.49	3954.64	.00	.00	.00	.00
11/06/1999	31171	TIM001	130664.56	7839.88	.00	.00	.00	.00
11/08/1999	1450	CLE001	104642.55-	6278.56-	.00	.00	.00	.00
11/10/1999	41972	ELL001	42625.11	2557.51	.00	.00	.00	.00
11/15/1999	1710625	ATT001	400.00	24.00	.00	.00	.00	.00
11/15/1999	2041	MIN001	100.00	6.00	.00	.00	.00	.00
11/15/1999	328	BOR001	12534.50	752.07	.00	.00	.00	.00
11/15/1999	42884	JOH001	14571.30	874.27	.00	.00	.00	.00
11/15/1999	90008610	TEL001	400.00	24.00	.00	.00	.00	.00

Tax Audit Report

Invoice Date	Invoice Number	Vendor ID	Invoice Subtotal	Level 1 Tax Level 1 Ref.	Level 2 Tax Level 2 Ref.	Level 3 Tax Level 3 Ref.	Level 4 Tax Level 4 Ref.	Level 5 Tax Level 5 Ref.
GRAND TOTALS			5929192.38	355727.56	.00	.00	.00	.00

Summary Invoice History Report

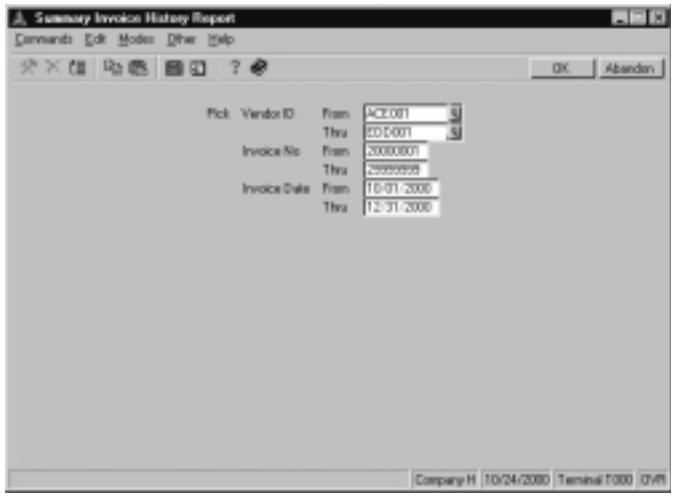
The Summary Invoice History Report summarizes invoice line-item detail history. This information comes from the transactions that were posted to the APHIxxx (Detail History) file.

Produce this report before you delete records or purge history.

You cannot produce the report if you did not elect to keep detail history in the Resource Manager Options and Interfaces function.

Summary Invoice History Report Screen

Select **Summary Invoice History Report** from the History Reports menu. This screen appears.



Inquiry

1. Enter the range of vendors you want to include in the report.
2. Enter the range of invoice numbers you want to include in the report.
3. Enter the range of dates associated with the vendors' invoices you want to include in the report.

4. Select the output device.

After the report is produced, the History Reports menu appears.

Summary Invoice History Report

12/24/2000 Builders Supply Page 1
4:22 PM Summary Invoice History Report

Vendor	Invoice	Inv. Date	PO No.	Per.	Tran. Type	Subtotal	Sales Tax	Freight	Miscellaneous	Total
ACE001	12905	07/14/1999	14019014	07	Invoice	103872.00	6232.32	.00	.00	110104.32
ACE001	12985	07/09/1999	14019016	07	Invoice	132445.50	7946.73	.00	.00	140392.23
ACE001	13108	07/14/1999	14019022	07	Invoice	252249.00	15134.94	.00	.00	267383.94
ACE001	13298	07/11/1999	14019025	07	Invoice	22547.20	1352.83	.00	.00	23900.03
ACE001	13299	07/08/1999	14019026	07	Invoice	40066.80	2404.01	.00	.00	42470.81
ACE001	14211	09/22/1999	14019033	09	Invoice	35305.20	2118.31	.00	.00	37423.51
ACE001	14388	10/09/1999	14019037	10	Invoice	1370.20	82.21	.00	.00	1452.41
ACE001	15200	11/05/1999	14019042	11	Invoice	65910.49	3954.64	.00	.00	69865.13
ACE001	15701	12/11/1999	14019061	12	Invoice	18870.50	1132.23	.00	.00	20002.73
ACE001	16988	02/17/2000	14019070	02	Invoice	108253.20	6495.19	.00	.00	114748.39
ACE001	17044	02/11/2000	14019072	02	Invoice	19965.92	1197.96	.00	.00	21163.88
ACE001	18911	03/11/2000	14019078	03	Invoice	292203.50	17532.21	.00	.00	309735.71
ACE001	19021	04/06/2000	14019086	04	Invoice	18042.20	1082.53	.00	.00	19124.73
ACE001	20342	05/24/2000	14019092	05	Invoice	88865.10-	5331.91-	.00	.00	94197.01-
ACE001	22110	06/01/2000	14019094	06	Invoice	40419.00	2425.14	.00	.00	42844.14
ACE001	24920	08/12/2000	14019105	08	Invoice	67365.00	4041.90	.00	.00	71406.90
ACE001	30072	11/04/2000	14019125	11	Invoice	107603.94	6456.24	.00	.00	114060.18
ACE001	30820	12/09/2000	14019140	12	Invoice	200073.55	12004.43	.00	.00	212077.98
ACE001	30896	12/21/2000		12	Invoice	15469.59	928.18	.00	.00	16397.77
ACE001	30901	12/21/2000		12	Debit Memo	1815.06-	108.90-	.00	.00	1923.96-
Vendor ACE001 ACE PLUMBING SUPPLY COMPANY					TOTAL	1451352.63	87081.19	.00	.00	1538433.82
					GRAND TOTALS	1451352.63	87081.19	.00	.00	1538433.82

Vendor Activity Report

The Vendor Activity Report shows what you bought, who sold it to you, and how often you bought it. This information comes from the transactions that were posted to the APHIxxx (Detail History) file.

Produce an audit copy of this report before you delete records or purge history.

You cannot produce the report if you did not elect to keep detail history in the Resource Manager Options and Interfaces function.

Vendor Activity Report Screen

Select **Vendor Activity Report** from the History Reports menu. This screen appears.

Inquiry

1. Enter the range of vendors you want to include in the report.

2. Enter the range of invoice numbers you want to include in the report.

3. Enter the range of dates associated with the vendors' invoices you want to include in the report.

4. Select the order in which you want to organize the report.

5. Select the amount of detail you want in the report.

6. If you want the report to include additional descriptions, check the box (or enter **Y** in text mode); if not, uncheck the box (or enter **N** in text mode). This option is available only if you elected to use additional descriptions in the Resource Manager Options and Interfaces function.

7. Select the output device.

After the report is produced, the History Reports menu appears.

Vendor Activity Report

12/24/2000 Builders Supply Page 1
4:23 PM Vendor Activity Report
Detail by Vendor

Vendor ID / Name	Invoice Number	Invoice Date	Type
ACE001 ACE PLUMBING SUPPLY COMPANY	12905	07/14/1999	Invoice

Invoice	P.O. Number	General Ledger Per. and Acct.	Job Phase	Cost Code	Loc. ID, Item ID Description	Units	Quantity Unit Cost	Ext. Cost
	14019014	07 104000			MN0001 100 Electrical Package	PKG	300.0000 346.2400	103872.00

Subtotal 103872.00 Tax 6232.32 Freight .00 Misc. .00 Total 110104.32

	Invoiced	Gross Paid	Deductions	Net Paid	Balance
VENDOR ACE001 TOTAL	1538433.82	1126414.95	4901.97	1121512.98	412018.87
GRAND TOTAL	1538433.82	1126414.95	4901.97	1121512.98	412018.87

End of Report

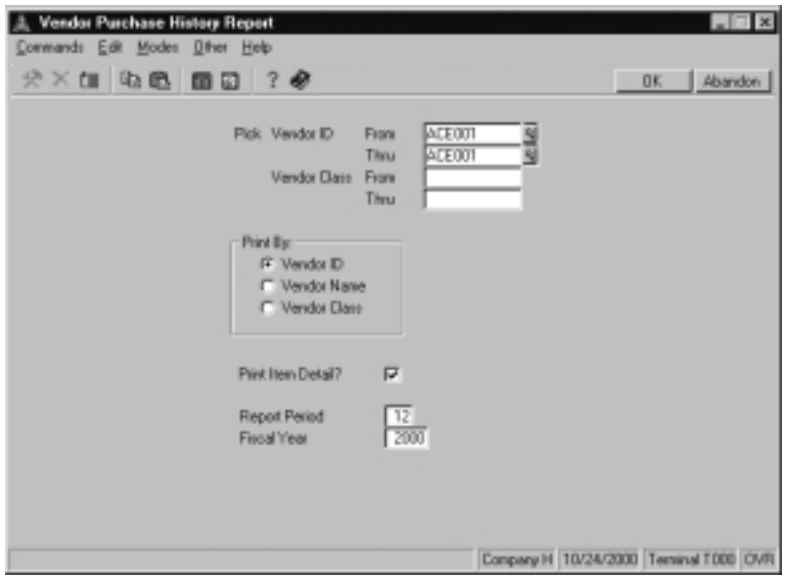
Vendor Purchase History Report

The Vendor Purchase History Report shows how much you have purchased from vendors. You can list only vendor purchase history, or you can include item detail. If you elect to include item detail, the report shows the quantities of each item purchased.

You cannot produce the report if you did not elect to keep summary history in the Resource Manager Options and Interfaces function, if the reporting period you specify has no summary history, or if you did not build the APPDxxx table.

Vendor Purchase History Report Screen

Select **Vendor Purchase History Report** from the History Reports menu. This screen appears.



Inquiry

1. Enter the range of vendors you want to include in the report.

2. Enter the range of vendor classes you want to include in the report.

3. Select the order in which you want to print the report.

4. If you want the report to list item history, check the box (or enter **Y** in text mode); if not, uncheck the box (or enter **N** in text mode).

5. Press **Enter** to base the data in the report on the current period that is displayed from the APPDxxx table, or enter a different period.

6. Press **Enter** to base the data in the report on the current fiscal year that is displayed from the APPDxxx table, or enter a different fiscal year.

After the report is produced, the History Reports menu appears.

Percent of the Total

The value in the %Tot column is the percentage of the value on the line to the next increment of measure.

The information on the vendor line is from the vendor record in the APHSxxx (Summary History) file for the specified period and year. The vendor line's %Tot value, which is also stored in this file, is calculated as the amount for the vendor divided by the total amount for the company.

The %Tot value listed for items or jobs is the amount of the item divided by the vendor's total amount.

The amounts on the Grand Totals lines are the sum total of the amounts printed in the report. The %Tot value is calculated as the Grand Total divided by the company total from the APHSxxx file for this period and year. The %Tot may be less than 100.00 if you produce this report for a range of vendor IDs or vendor classes.

Vendor Purchase History Report

12/24/2000 Builders Supply Page 1
10:26 PM Vendor Purchase History Report with Job and Item Detail
for Period 12/2000
By Vendor ID

Vendor ID / Item ID	Quantity Purchased: Quantity	UOM	Purchases: Amount	%Tot.
ACE001 ACE PLUMBING SUPPLY COMPANY			212077.98	182.39
150	140.0000	PKG	127054.20	59.91
200100	15.0000	EA	5691.60	2.68
200200	15.0000	EA	3412.95	1.61
200300	15.0000	EA	6449.25	3.04
200400	15.0000	EA	1911.00	.90
200500	15.0000	EA	712.50	.34
200600	15.0000	EA	1127.25	.53
250	40.0000	CS	53714.80	25.33
TOTAL Items and Jobs			200073.55	94.34
GRAND TOTALS - All Purchases			212077.98	182.39
- Items and Jobs			200073.55	172.07

End of Report

Periodic Processing 9

1099 Forms	9-3
Periodic Maintenance	9-15
Purge Vendor Comments	9-19
Purge Selected Files	9-21

1099 Forms

When you enter a vendor record, you indicate whether you want to produce a 1099 form for the vendor. The 1099 form summarizes your payments to the vendor for the year.

Send a copy of the form to the vendor and the Internal Revenue Service. According IRS regulations, you must apply for approval to file on magnetic media if you exceed a certain number of 1099 forms issued per year (check with your accountant or the IRS for the magnetic media filing requirements). After you get approval, send the 1099 information (which the Accounts Payable system can produce for you) on a diskette. You can get a circular containing procedure guidelines from the Internal Revenue Service.

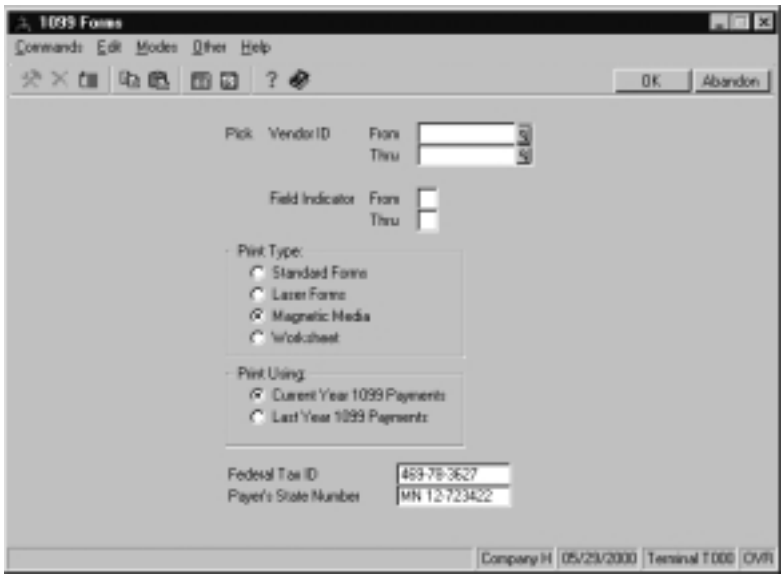
You can use the 1099 payments year-to-date or the 1099 payments last-year amounts to prepare 1099 forms (see **1099 Forms Screen** below). If you have already transferred the 1099 year-to-date amounts to last year during periodic maintenance, use the last-year amounts; if not, use the current-year amounts.

Note

Unless your state revenue department accepts the federal magnetic media format, you cannot produce state magnetic media using this function. Check with your state revenue department or you accountant for more information.

1099 Forms Screen

Select **1099 Forms** from the Periodic Processing menu. The function screen appears.



Inquiry

1. Enter the range of vendors for whom you want to produce the forms.

2. Enter the field indicators to apply to the forms. The field indicator number corresponds to the amount boxes on the 1099-MISC form.

3. Select the type of 1099 forms or media you want to produce. You can produce standard forms, laser forms, magnetic media, or a worksheet.

4. Select the year that contains the 1099 information you want to use.

   If you chose to produce magnetic media, use the **Proceed** (**OK**) command to complete this screen and the turn to **Magnetic Media** later in this section to continue.

5. Enter the company's federal and state tax IDs; the default data is displayed from the D1099xxx table. You can enter information here only if you elected to print the 1099-MISC forms.

Note

The Output device File option and Magnetic Media option are different options. They both send the information to a data file, but the Magnetic Media option sends the information into a template of specifications defined by the government. For example, the columns are a different width from what they are in a standard OSAS report.

If you elected to print standard or laser forms, put the forms in your printer. If you elected to print the 1099 Worksheet, use plain paper.

1. Select the output device.

2. To be sure that the 1099 forms are aligned, select **No** (or enter **N** in text mode) to print a test pattern. Repeat the test pattern as often as necessary. (Before you can align the forms, you must elect to prompt for mounting forms and printing alignment marks using the Resource Manager Form Codes function.) When the forms are lined up, select **Yes** (or enter **Y** in text mode) to print the forms.

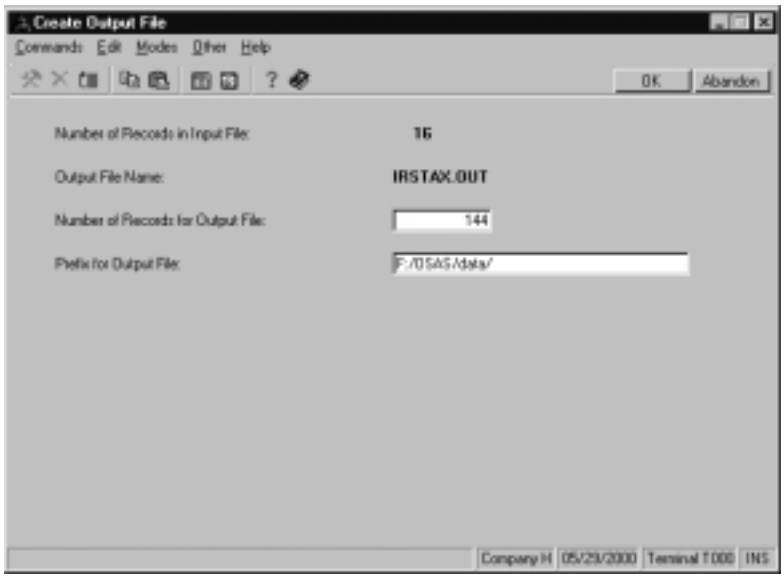
After the forms or the 1099 Worksheet is produced, the Periodic Processing menu appears.

1099 Worksheet

```
06/01/2001                    Builders Supply                    Page    1
1:13 PM                        1099 Worksheet

Vendor Vendor                      Form Recipient        Field      YTD 1099
ID     Name                        Code ID               Indicator  Payments
--------------------------------------------------------------------------------

TIM001 TIMBERLAND WINDOWS, INC        B   78-5456788       9         114847.92


06/01/1999                    Builders Supply                    Page    2
                               1099 Worksheet


     Totals
Total For Box 1  - Rents                                              0.00
Total For Box 2  - Royalties                                          0.00
Total For Box 3  - Other Income                                       0.00
Total For Box 4  - Fed. Tax Wh.                                       0.00
Total For Box 5  - Fishing Boat                                       0.00
Total For Box 6  - Medical Pymts.                                     0.00
Total For Box 7  - Nonemployee                                        0.00
Total For Box 8  - Substitute                                         0.00
Total For Box 9  - Direct Sales                                 114,847.92
Total For Box 10 - Crop Insurance                                     0.00
Total For All Vendors                                           114,847.92
Total number of vendors       1

     End of Report
```

Magnetic Media

When you select **Magnetic Media** on the 1099 Forms screen, the output screen appears.



If the disk has a work file, this prompt appears:

Output file already exists. Do you want to start over?

To complete the function, enter **N** and skip ahead to **Editing the intermediate records** later in this section. To prepare magnetic media from scratch, enter **Y**.

The number of records in the input file is displayed. The Internal Revenue Service requires that the file be named IRSTAX; this name is also displayed.

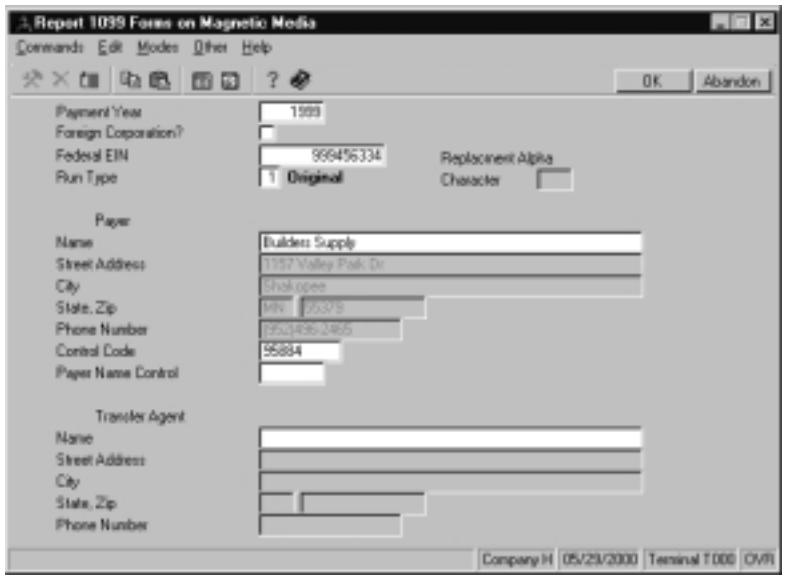
1. Accept the number of records in the displayed output file, or enter a different number.

2. Press **Enter** if you want to put your output file in the displayed data directory, or enter a different directory.

When you are finished entering output file information, use the **Proceed (OK)** command to continue.

Header Information

Create the header record by entering information on the magnetic media screens.



1. If you want to produce 1099 forms on magnetic media for the year that appears, press **Enter**; if not, enter a different year.

2. If your company is not a foreign corporation, uncheck the box (or enter **N** in text mode). If your company is a foreign corporation, check the box (or enter **Y** in text mode).

   (Throughout the OSAS system and user's manuals, the term *foreign* means not one of the 50 states. Similarly, the term *federal* refers to the United States federal government.)

3. Press **Enter** to accept your company's employer identification number, or enter a different number. Do not enter hyphens, letters, all 9s, or all 0s.

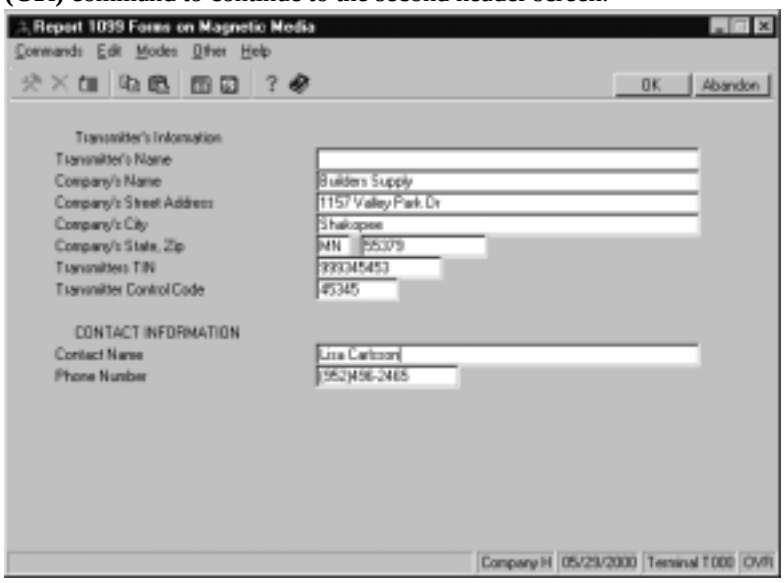
4. Select the type of medium you are sending to the IRS. Enter **1** to prepare your first filing for the tax year, enter **2** to prepare a test run to the IRS for approval, or enter **3** to prepare a corrected filing for the tax year.

5. Accept your company's name and address, or enter different information. If you do not change the transmitter company name, the address fields are skipped; the cursor goes to the Control Code field.

6. Enter the control code and payer name control assigned by the Internal Revenue Service. The information is assigned to you by the IRS.

7. Enter the transfer agent's name and address. If you are not using a transfer agent, press **Enter** to skip this field. If you do not enter a transfer agent's name, the address fields are skipped.

When you are finished entering the information on this screen, use the **Proceed (OK)** command to continue to the second header screen:



1. If you are transmitting the magnetic media to the IRS for your own company, accept the company address information or enter a different name and address for your company. If another company is transmitting your information for you, enter the Transmitter's name, taxpayer identification number (TIN) and IRS-assigned control code in the appropriate fields.

2. Enter the name a phone number of the person whom the IRS can contact in the event that questions or problems arise in processing your 1099 information.

When you are finished, use the **Proceed** (**OK**) command to save the information you entered and continue to the next screen.

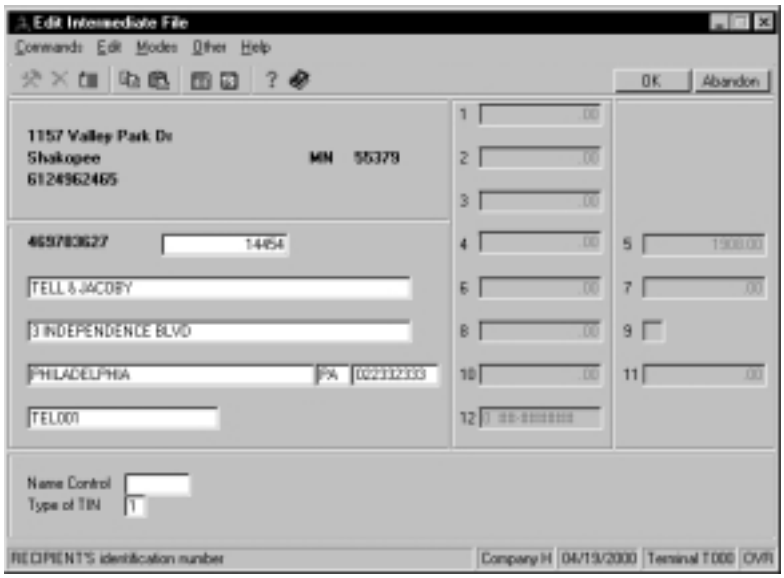
Output 1099 Forms to Magnetic Media

When you save the header information, this screen appears:

Select the action you want to perform and use the **Proceed** (**OK**) command to continue. For instructions on creating the output, skip to **Output to Magnetic Media** below.

Editing the Intermediate Records

When you elect to edit the 1099 forms file, a temporary intermediate file with one record for each vendor is created. The file's information is sorted by vendor ID; you must edit the records in that order.



1. You can edit only the recipient ID, company name and address, account number, second TIN notification flag, name control code, type of TIN flag, and box that corresponds to the field indicator set up for the vendor in the file. You cannot change the value in box 9.

2. After you check a record, use the **Proceed (OK)** command to go on to the next screen. You can change any field, however, in general, you will not want to edit a 1099 form.

3. If you finish making changes before you get to the last record in the file, use the **Exit** (**F7**) command. The following prompt appears: **Save Changes**. Press **Y** to save your changes or **N** to cancel.

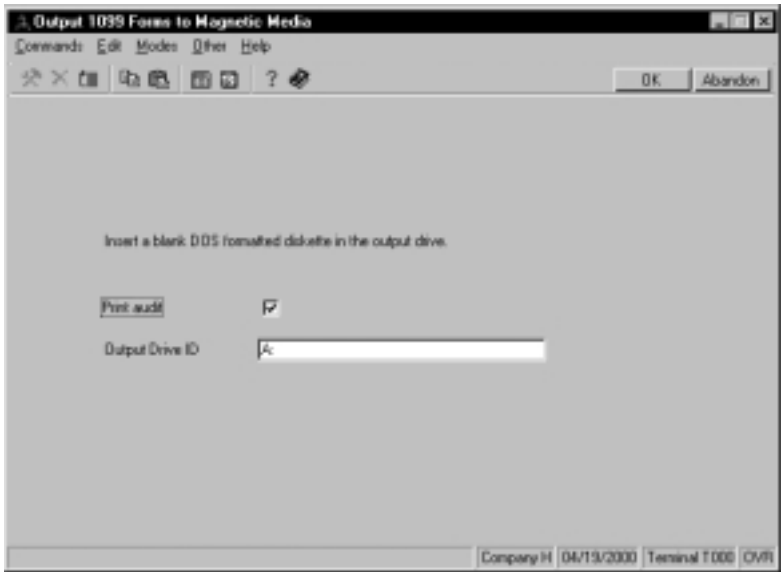
When you respond to the **Save Changes** prompt or after you use the **Proceed (OK)** command to save the last record in the file, the Output 1099 Forms to Magnetic Media screen reappears. You can edit the file again or output the edited file to magnetic media.

Output to Magnetic Media

The output screen that appears is based on your operating system. If you are using OSAS in a Windows environment, see **Windows Systems** below. If you are using OSAS in a UNIX, Linux, AIX or UnixWare environment, see **UNIX/Linux Systems** later in this section.

Windows systems

For Windows systems, this screen represents the last step in the magnetic media process.



1. Insert a blank 3.5-inch, 1.44M, DOS-formatted diskette into the diskette drive.

2. If you want a copy of the records as they are transferred to the diskette, make sure that your printer is online and check the box (or enter **Y** in text mode). If you do not want the copy, uncheck the box (or enter **N** in text mode).

3. Enter the drive that holds the diskette to which you are transferring the 1099 information. For example, enter **A:** if you want to send the data to drive A.

When you are ready to transfer the files, use the **Proceed (OK)** command to begin sending the 1099 information to the output drive you specified. When the process is finished, the Periodic Processing menu appears.

Follow the instructions in the magnetic media circular for labelling and mailing the diskettes to the Internal Revenue Service.

UNIX/Linux Systems

For UNIX or Linux systems, the final screen in the magnetic media process is slightly different from the Windows screen above.

The Internal Revenue Service requires that you submit the file on a 3.5-inch diskette in 1.44M DOS format. If you do not have a porting utility, contact your value-added reseller.

1. If you want an audit report of the information as it is written to the disk, make sure that your printer is online and check the box (or enter **Y** in text mode). If you do not want the report, uncheck the box (or enter **N** in text mode).

2. Press **Enter** to write the files to the directory you are using on the hard drive, or enter a different directory on the hard drive to write to.

When you are ready to write the 1099 information to the hard drive, use the **Proceed (OK)** command. When the process is complete, the Periodic Processing menu appears.

Periodic Maintenance

Use the Periodic Maintenance function to clear your vendor records and prepare them for activity for the next period, quarter, or year. (You cannot use the Periodic Maintenance function until the APPDxxx table is set up for the company you are doing maintenance for.)

Period-end maintenance clears the period-to-date totals in the APVExxx (Vendor) file and deletes records of temporary vendors you paid in full from the APVExxx file.

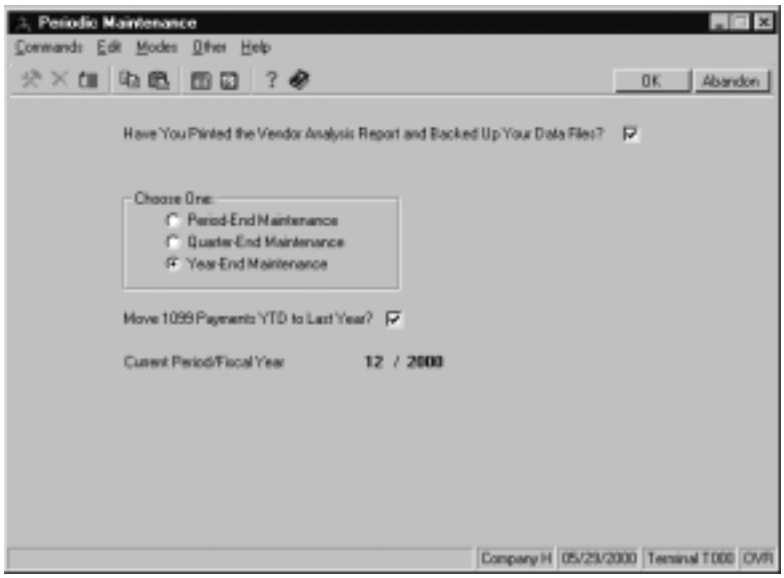
Quarter-end maintenance performs the period-end tasks and clears the quarter-to-date totals in the APVExxx file.

Year-end maintenance performs the period-end tasks for periods 12 and 13, performs the quarter-end tasks, clears the year-to-date totals in the APVExxx file, and transfers those totals to the last-year fields.

If you have a multiuser system, make sure that no one else is using the Accounts Payable system. You cannot run this function while someone else is using Accounts Payable functions.

Periodic Maintenance Screen

Select **Periodic Maintenance** from the Periodic Processing menu. The function screen appears.



Field	Description
Have You Printed the Vendor Analysis Report and Backed up Your Data Files?	The information in the Vendor Analysis Report comes from the APVExxx file. Since the Periodic Maintenance function affects the data in the APVExxx file, print the Vendor Analysis Report and back up your data files before you do period-, quarter-, or year-end maintenance. If you have not printed the report and backed up your data files (see the *Resource Manager User's Manual*), uncheck the box (or enter **N** in text mode); you are prompted to return to the Periodic Processing menu. When you have done these things, check the box (or enter **Y** in text mode).
Choose One:	Select the type of maintenance you want to do. You can perform period-, quarter-, or year-end maintenance.

Field	Description
Move 1099 Payment YTD to Last Year	If you are at the end of the calendar year and you want to move the values in the 1099 Payments Year to Date field to the 1099 Payments Last Year field in the vendor records, check the box (or enter **Y** in text mode); if not, uncheck the box (or enter **N** in text mode). If you do not transfer the 1099 payments at the end of the calendar year, the system continues to accumulate the next calendar year's 1099 payments in the 1099 Payments Year to Date field in the vendor records. When you produce 1099 forms, the 1099 payment amounts will be incorrect.
Current Period/ Fiscal Year	The current period and fiscal year from the APPDxxx table are displayed.

To begin processing, use the **Proceed (OK)** command. When the media is prepared, the Periodic Processing menu appears.

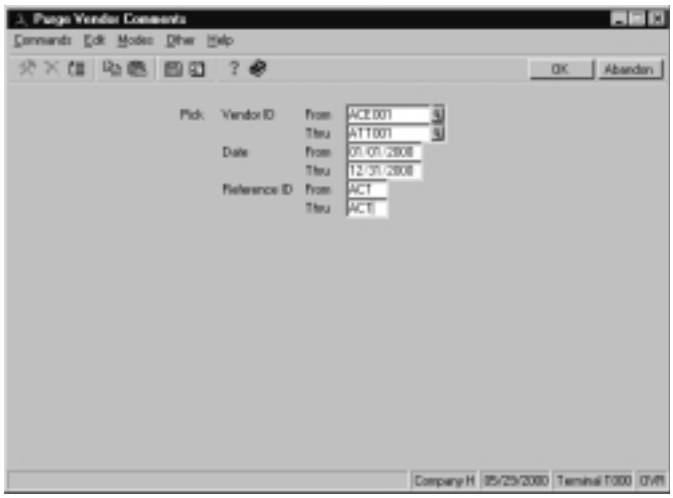
Purge Vendor Comments

Use the Purge Vendor Comments function to delete comments about a vendor whose record you no longer need.

Before you purge vendor comments, produce the Vendor Comments List (see page 12-9). Check it to make sure that the comments you intend to delete will not be needed later. Then file the list so that you will have a record of the comments.

Purge Vendor Comments Screen

Select **Purge Vendor Comments** from the Periodic Processing menu. The function screen appears.



Inquiry

1. Enter the range of vendors whose comments you want to purge.
2. Enter the range of dates on which the comments you want to purge were recorded.
3. Enter the range of references for which you want to purge comments.

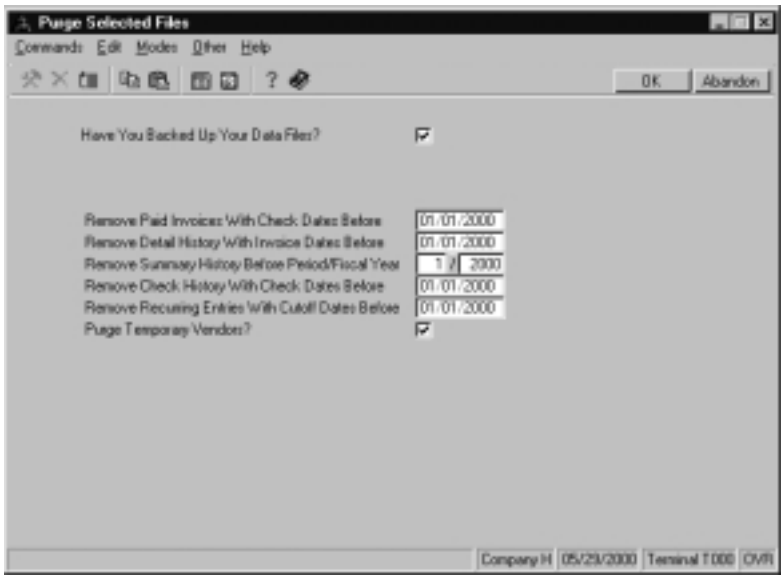
To purge the comments, use the **Proceed (OK)** command. When the process finishes, the Periodic Processing menu appears.

Purge Selected Files

Use the Purge Selected Files function to delete information from the APINxxx (Open Invoice), APHIxxx (Detail History), APHCxxx (Check History), APRLxxx and APRHxxx (Recurring Entries), APRDxxx (Recurring Additional Descriptions), and APHSxxx (Summary History) files. The invoice date determines which detail history records are deleted. The period and fiscal year determine which summary history records are deleted. The cutoff date, current balance, ending date, or remaining payments entries determine which recurring entries are deleted. You can also delete temporary vendors with a zero balance.

Purge Selected Files Screen

Select **Purge Selected Files** from the Periodic Processing menu. This screen appears.



1. If you have backed up your data files, check the box (or enter **Y** in text mode); if not, uncheck the box (or enter **N** in text mode) and back them up before proceeding.

2. Enter the date of the paid invoices you want to purge. Paid invoices dated on or before the date you enter will be purged.

3. Enter the date of the invoices for which you want to purge detail history. Detail history for invoices dated on or before the date you enter will be purged.

4. Enter the period and year of the summary history you want to purge. Summary history before the period and year you enter will be purged.

5. Enter the date of the checks for which you want to purge history. History for checks dated on or before the date you enter will be purged.

6. Enter the date of the recurring entries you want to purge. Entries dated on or before the date you enter will be purged.

7. If you want to purge temporary vendors with zero outstanding balances, check the box (or enter **Y** in text mode); if not, uncheck the box (or enter **N** in text mode).

To purge the files, use the **Proceed (OK)** command. When the process is finished, the Periodic Processing menu appears.

Pay Invoices 10

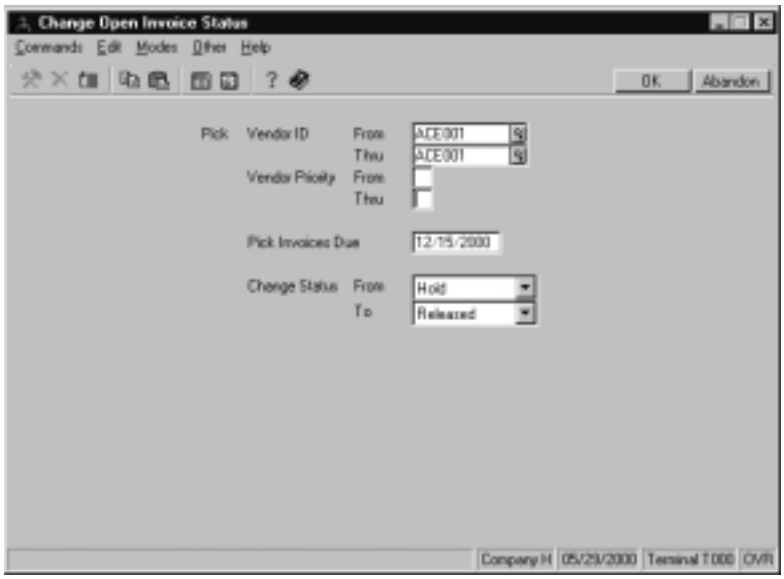
Change Open Invoice Status	10-3
Hold/Release Invoices	10-5
Prepare Checks	10-9
Select Payables	10-13
Edit Register	10-15
Print Checks	10-17
Check Register	10-21
Post Payments	10-25
Void Checks	10-31

Change Open Invoice Status

Use the Change Open Invoice Status function to change the status of a group of invoices to *hold, released, prepaid,* or *temporary.* To change the status of one invoice, use the Hold/Release Invoices function.

Change Open Invoice Status Screen

Select **Change Open Invoice Status** from the Pay Invoices menu. The function screen appears.



Inquiry

1. Enter the range of vendors whose invoice statuses you want to change.
2. Enter the range of vendor priorities associated with the invoices whose status you want to change.
3. Enter the due date of the invoices whose status you want to change.

4. Select the current status of the invoices you want to change.

5. Enter the new status of the invoices.

When you are finished specifying status change information, use the **Proceed** (**OK**) command to save your selections and begin the change process. When the changes have been made, the Pay Invoices menu appears.

Hold/Release Invoices

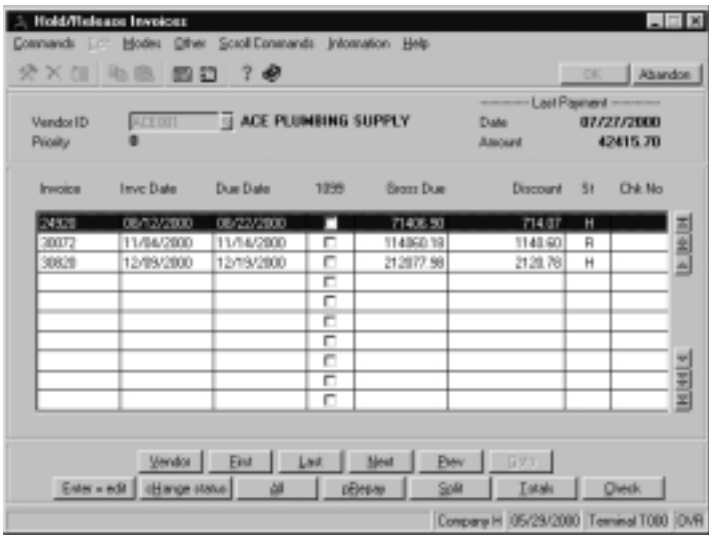
Use the Hold/Release Invoices function to change the status of individual invoices. This function is valuable if you need to change the status of a particular invoice from what it was when you entered it.

You can put an invoice on permanent or temporary hold so that it is not automatically paid when you prepare and print checks. (An invoice on temporary hold is automatically released when you post checks.) You can also release an invoice that is on permanent or temporary hold.

You can pay off an invoice at once, change an invoice's due date and discount amount, and split the invoice amount into an unlimited number of payment installments.

Hold/Release Invoices Screen

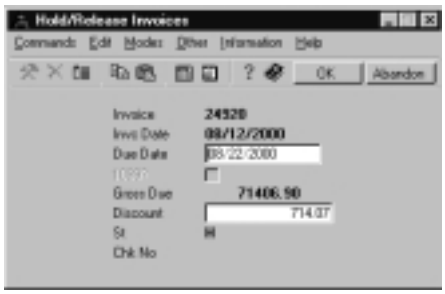
Select **Hold/Release Invoices** from the Pay Invoices menu. The function screen appears.



Command Bar

Use one of these commands to perform the associated action:

- To view invoices for a different vendor, press **V**. Then enter the vendor ID.
- To hold or release invoices for the first vendor on file, press **F**.
- To hold or release invoices for the last vendor on file, press **L**.
- To hold or release invoices for the next vendor on file, press **N**.
- To hold or release invoices for the previous vendor on file, press **P**.
- To edit an invoice, select the invoice you want to edit and press **Enter**. This screen appears:



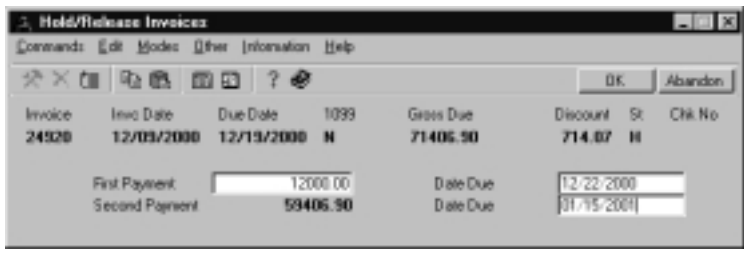
  Accept the displayed due date, or enter a different due date. Then, accept the displayed discount amount, or enter a different discount amount. Use the **Proceed** (**OK**) command to save your changes and return to the scroll region.

- To change an invoice's status by toggling between different statuses, press **H**. The statuses appear in this order: *temporary, hold, released*. Keep pressing **H** until the correct status appears.

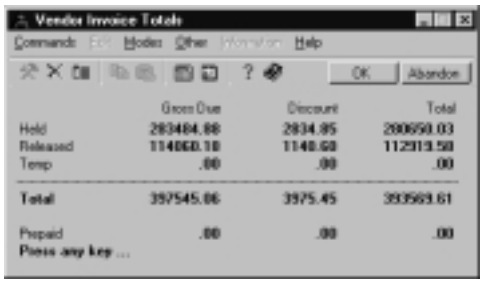
- To change the status of all invoices from one type to another (for the vendor you are working with), press **A** and select the new status from this window:

- To pay an invoice that is not due yet, press **R**. Then, enter the check number of the prepayment in this window:

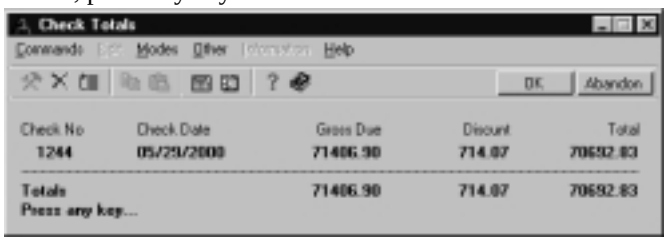
- To split payments for an invoice, press **S**. Then, enter the payment and date due in this window:



- To view totals for the vendor, press **T**. When you are finished looking at the totals, press any key to return to the Hold/Release Invoices scroll region.



- To view check totals, press **C**. When you are finished looking at the check totals, press any key to return to the Hold/Release Invoices screen.



When you are finished working with the invoices for this vendor, press **V** and enter another vendor ID, or use the **Exit** (**F7**) command to return to the Pay Invoices menu.

Prepare Checks

Use the Prepare Checks function to create a record of released invoices that are due to be paid in the APCHxxx (Checks) file. After you prepare checks, you produce a log that shows prepaid invoice and check totals (after checks are printed). If errors occur while you prepare checks, they are also listed in the log.

If you want to prepare a check for only one invoice, you have two options:

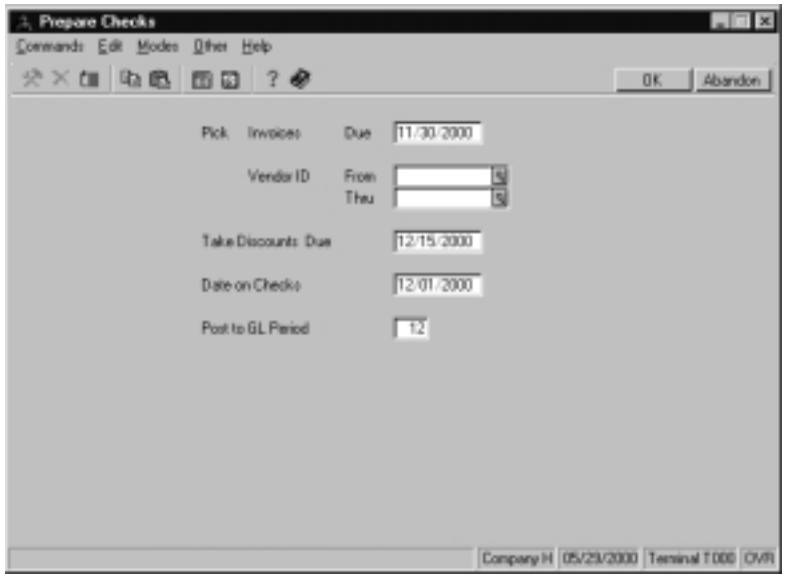
- Use the Invoices Inquiry function (see page 4-9) to find out which invoices are released for the vendor. Use the Hold/Release Invoices function (see page 10-5) to hold all invoices except the one whose check you want to prepare. Then use the Prepare Checks function to enter the vendor ID.

- Issue a manual check for the invoice. Then use the Hold/Release Invoices function to mark the invoice as prepaid.

If you prepare a check for an invoice that you do not want to pay, put the invoice on hold (see page 10-5). Then before you print or post checks, prepare the checks again, leaving out the held check.

Prepare Checks Screen

Select **Prepare Checks** from the Pay Invoices menu. The function screen appears:



If you already prepared a batch of checks but did not complete the pay invoices steps, the selections from the last time you used the Prepare Checks function appear with the following prompt:

Checks already on file. Do you want to start over?

If you want to erase the checks on file and reprepare, select **Yes** (or enter **Y** in text mode). If you do not want to start over, select **No** (or enter **N** in text mode) and exit from the function. Complete the pay invoices steps for the batch of checks in progress, and then prepare checks for the new batch.

1. Enter the due date for the invoices whose checks you want to prepare.

   Prepaid invoices are always included regardless of the due date you enter for invoices. If you want to prepare checks for prepaid invoices only, enter a date before the system date in the Pick Invoices Due field.

2. Enter the range of vendors whose checks you want to prepare.

3. Enter the date on and after which you want discounts taken. No discounts are taken into account for invoices marked before this date.

4. Enter the date you want printed on the checks.

5. Press **Enter** to post the checks to the displayed period, or enter a different period.

6. Select the output device.

A sample log is at the end of this section.

After the log is produced, the Pay Invoices menu appears.

Prepare Checks Log

04/15/2000 Builders Supply Page 1
10:28 PM Prepare Checks
Invoices Due 10/10/2000

Vendors ACE001 Thru BOR001

Discounts Due 10/10/2000

Post to GL Period 10

	Gross	Discount	Net
Prepaid Checks	155509.31-	.00	155509.31-
Checks to Print	.00	.00	.00
TOTALS	155509.31-	.00	155509.31-

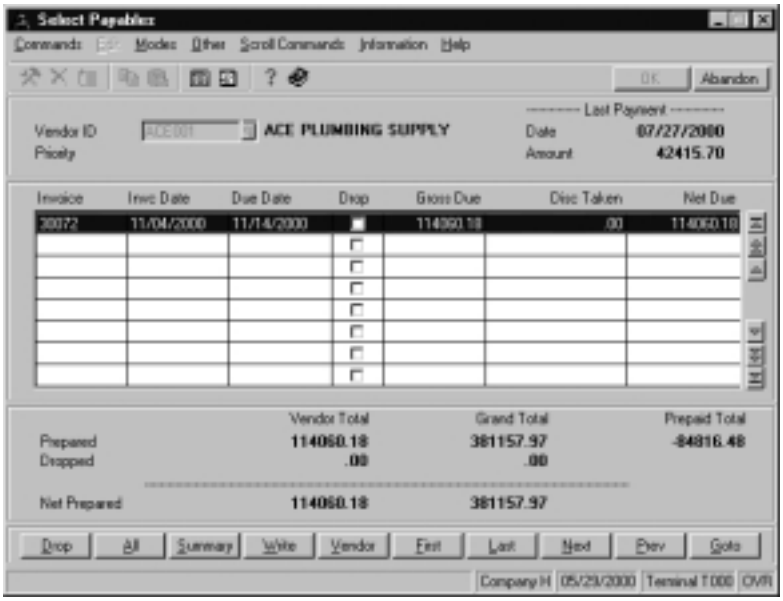
End of Report

Select Payables

Use the Select Payables function to see the checks that have been prepared for a vendor, and to specify which checks you do not want to print.

Select Payables Screen

Choose **Select Payables** from the Pay Invoices menu. The function screen appears.



Inquiry

Vendor ID

Enter the ID of the vendor whose invoices you want to see, or press **Enter** to view information about the first vendor with prepared invoices. The invoice information for the vendor appears.

Command Bar

Use one of these commands to perform the associated action:

- To change whether or not an invoice is to be dropped from the check preparation process, move the prompt to the invoice number and press **D**. The status in the Drop column changes. A check in the column (or a *Y* in text mode) indicates that the invoice will not be included in the payment.

- To include all invoices in or exclude all invoices from check preparation, press **A**. At the prompt for the task you want to do, enter **D** to drop all invoices, or **I** to include all invoices.

- To see a summary of check activity for all vendors, press **S**. The window that appears shows the contents of the APCHxxx (Checks) file.

- To write the changes to the APCHxxx file, press **W**. At the prompt for confirmation, select **Yes** (or enter **Y** in text mode) if you want to write the changes, or select **No** (or enter **N** in text mode) if you do not.

- To work with invoices for a different vendor, press **V**. Then enter a different vendor ID.

- To work with invoices for the first vendor on file, press **F**.

- To work with invoices for the last vendor on file, press **L**.

- To work with invoices for the next vendor on file, press **N**.

- To work with invoices for the previous vendor on file, press **P**.

As you make changes to the APCHxxx file, the vendor and grand totals (for the entire check run) at the bottom of the screen change to reflect your changes.

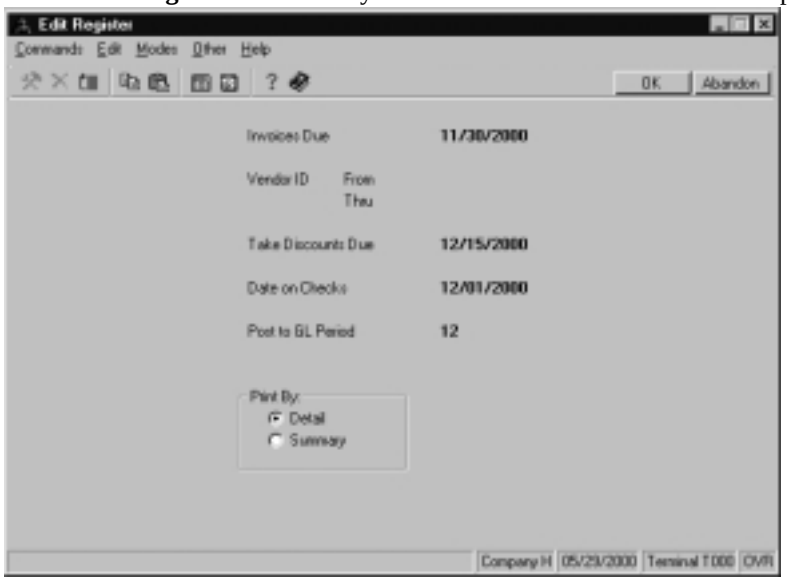
When you are finished with this vendor, press **W** to write (save) the changes. When you do so, the checks you chose to drop are removed from the APCHxxx file. Then select a new vendor to work with or use the Exit (F7) command to return to the Pay Invoices menu.

Edit Register

The Edit Register shows the checks you prepared. Before you print the checks, print the Edit Register to check the calculations. If you find inaccuracies, use the Hold/Release Invoices function (see page 10-5) to change the invoices.

Edit Register Screen

Select **Edit Register** from the Pay Invoices menu. The function screen appears.



The information you entered in the Prepare Checks function is displayed.

1. Select the level of detail you want to print on the Edit Register. You can choose to print the detail of the invoices paid for each vendor, or a summary showing totals for each vendor.
2. Select the output device.

After the register is produced, the Pay Invoices menu appears.

Edit Register

01/22/2001 Builders Supply Page 1
7:06 PM Edit Register
Prepaid Checks

Vendor ID	Vendor Name	Check Number	Check Invoice	Due	Invoice Number	Gross Amount	Discount Amount	Net Paid	1099?
EDD001	EDDY APPLIANCE CO.	CASH	12/21/2001			40232.30-	.00	40232.30-	
THO001	THOMPSON HEATING &	CASH	12/21/2001			115277.01-	.00	115277.01-	
				TOTAL PREPAID		155509.31-	.00	155509.31-	

01/22/2001 Builders Supply Page 2
7:06 PM Edit Register

Vendor ID	Vendor Name	Check Number	Check Invoice	Due	Invoice Number	Gross Amount	Discount Amount	Net Paid	1099?
ACE001	ACE PLUMBING SUPPLY COMPANY	0000000	12/01/2001			114060.18	.00	114060.18	
ATT001	ATLANTIS TELEPHONE CO.	0000000	12/01/2001			212.00	.00	212.00	
CLE001	CLEVELAND INTERIORS, INC.	0000000	12/01/2001			61200.00	.00	61200.00	
EDD001	EDDY APPLIANCE CO.	0000000	12/01/2001			1060.00	.00	1060.00	
HEN001	HENNEPIN MUNICIPAL UTILITIES	0000000	12/01/2001			530.00	.00	530.00	
JOH001	JOHNSON DOOR COMPANY, INC.	0000000	12/01/2001			1166.53	.00	1166.53	
MIN001	MINNEAPOLIS WATER DEPARTMENT	0000000	12/01/2001			53.00	.00	53.00	
THO001	THOMPSON HEATING &	0000000	12/01/2001			127457.90	.00	127457.90	
Check totals on invoices due 11/30/2001 with discounts due 12/15/2001						305739.61	.00	305739.61	
				GRAND TOTAL		150230.30	.00	150230.30	

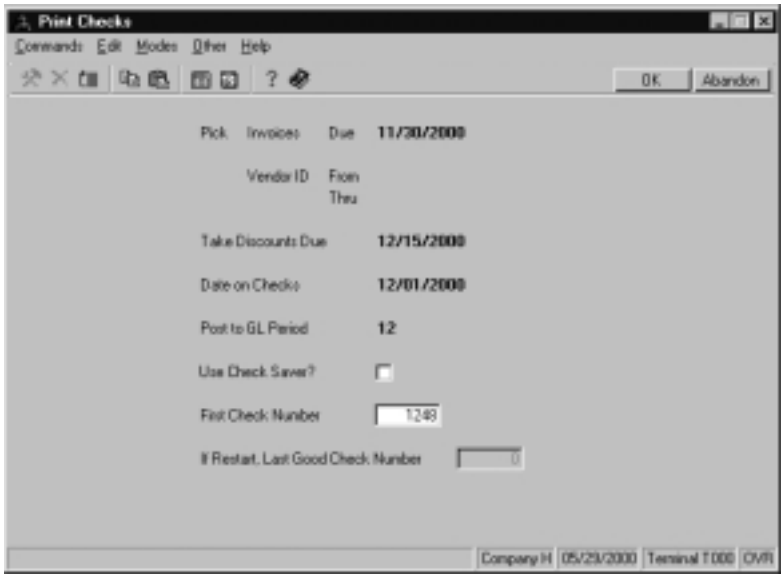
End of Report

Print Checks

After you prepare the checks, you can print and record all the check numbers used for every record in the APCHxxx (Checks) file.

Print Checks Screen

Select **Print Checks** from the Pay Invoices menu. The function screen appears.



The screen shows the dates, vendors, and general ledger period you selected when you prepared checks.

1. The Check Saver feature prints a plain-paper remittance advice to list invoices in excess of the number that fit on the check stub. This prevents the system from voiding checks when more than one check stub is required for vendors with 12 or more paid invoices. To use the Check Saver feature, check the box (or enter **Y** in text mode). To void checks for vendors with 12 or more paid invoices, uncheck the box (or enter **N** in text mode).

2. Press **Enter** to use the default check number from the FORMxxx table, or enter a different check number to start the check run.

3. If you have a print problem, you must restart the Print Checks function. If you restart and you are using this function as a continuation of an earlier instruction, enter the number of the last check that was printed correctly so that only the misprinted checks will be reprinted.

4. If you elected to print the checks, the message **Mount check forms now** appears. After you mount the forms, press **Enter**. An alignment form is printed. (To align the forms, you must elect to prompt for mounting forms and printing alignment marks in the Resource Manager Form Codes function.)

5. Check the alignment form. If the *X* is not printed in the alignment box, adjust the form. Then select **No** (or enter **N** in text mode) to print the alignment character again. Continue this procedure until the form is aligned; then select **Yes** (or enter **Y** in text mode).

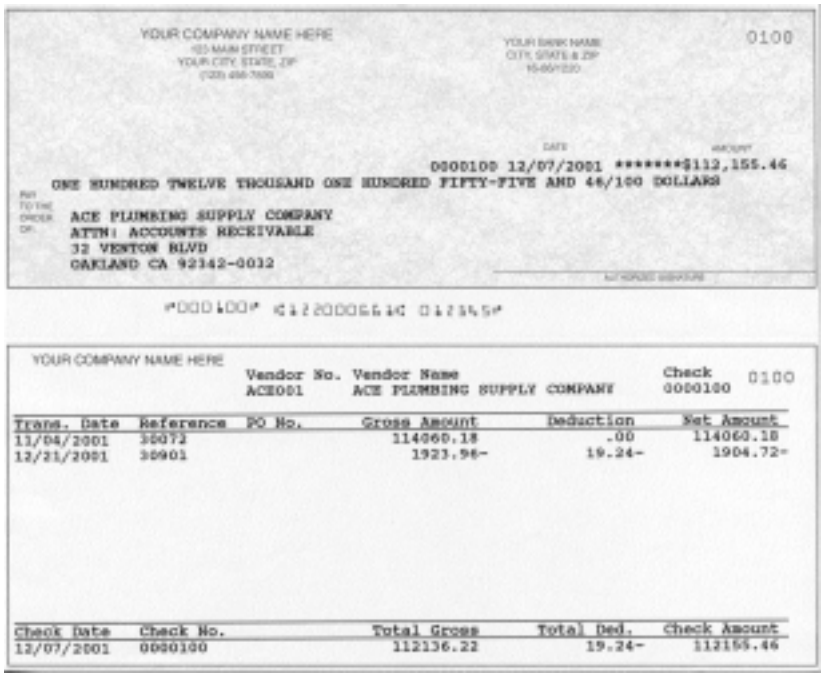
6. If you waste some forms during the alignment procedure, change the number in the If Restart, Last Good Check Number field. Then select **Yes** (or enter **Y** in text mode) at the **Is the form aligned?** prompt.

After the checks are printed, a check log, which shows the number of checks that were printed, and the gross amounts, deductions, and total amounts paid, is displayed. Verify the amounts; then exit to the Pay Invoices menu.

If you used the check saver feature, and you have checks with more than 11 invoice lines on a check stub, you are prompted to print the Remittance Advice Log.

A sample check is on the next page.

Sample Check



YOUR COMPANY NAME HERE
123 MAIN STREET
YOUR CITY, STATE, ZIP
(720) 496-7600

YOUR BANK NAME
CITY, STATE & ZIP
10-657/220

0100

DATE AMOUNT
0000100 12/07/2001 *******$112,155.46

ONE HUNDRED TWELVE THOUSAND ONE HUNDRED FIFTY-FIVE AND 46/100 DOLLARS

PAY TO THE ORDER OF
ACE PLUMBING SUPPLY COMPANY
ATTN: ACCOUNTS RECEIVABLE
32 VENTON BLVD
OAKLAND CA 92342-0032

AUTHORIZED SIGNATURE

⑈000100⑈ ⑆122000661⑆ 012345⑈

YOUR COMPANY NAME HERE

Vendor No. ACE001
Vendor Name ACE PLUMBING SUPPLY COMPANY
Check 0000100 0100

Trans. Date	Reference	PO No.	Gross Amount	Deduction	Net Amount
11/04/2001	30072		114060.18	.00	114060.18
12/21/2001	30901		1923.96-	19.24-	1904.72-

Check Date	Check No.	Total Gross	Total Ded.	Check Amount
12/07/2001	0000100	112136.22	19.24-	112155.46

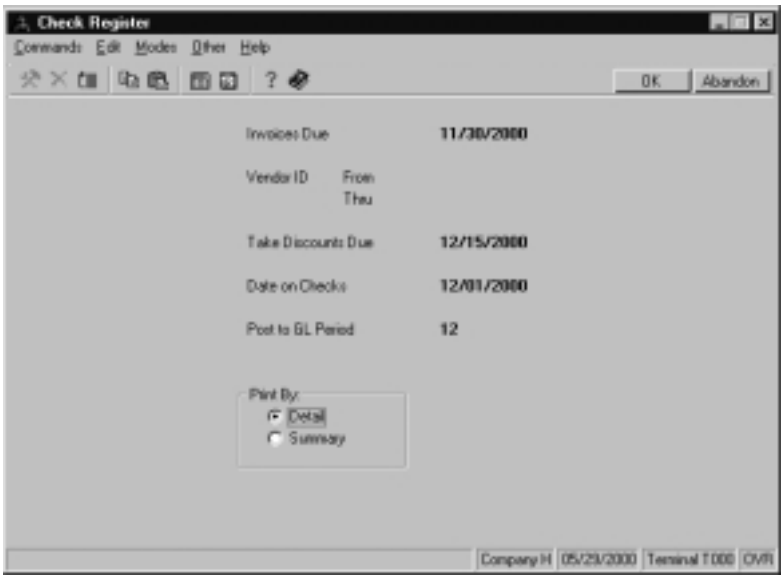
Check Register

Print the Check Register for an audit trail of the vendor checks your company issues.

The Check Register has two sections. The first section lists the checks you used to prepay invoices since the last time you posted payments. The second section lists the checks you used the last time you printed checks.

Check Register Screen

Select **Check Register** from the Pay Invoices menu. The function screen appears.



The dates, vendors, and general ledger period you selected when you prepared checks are displayed.

1. Select the level of detail you want to print on the register. You can choose to print the detail of the invoices paid for each vendor, or a summary showing totals for each vendor.

2. Select the output device.

A sample Check Register is at the end of this section.

After the Check Register is produced, the Pay Invoices menu appears.

Check Register

01/22/2001 Builders Supply Page 1
7:12 PM Check Register
Prepaid Checks

Vendor ID	Vendor Name	Check Number	Check Invoice	Due	Invoice Number	Gross Amount	Discount Amount	Net Paid	1099?
EDD001	EDDY APPLIANCE CO.	CASH	12/21/2001			40232.30-	.00	40232.30-	
THO001	THOMPSON HEATING &	CASH	12/21/2001			115277.01-	.00	115277.01-	
				TOTAL PREPAID		155509.31-	.00	155509.31-	

01/22/2001 Builders Supply Page 2
7:12 PM Check Register

Vendor ID	Vendor Name	Check Number	Check Invoice	Due	Invoice Number	Gross Amount	Discount Amount	Net Paid	1099?
ACE001	ACE PLUMBING SUPPLY COMPANY	0000001	12/01/2001			114060.18	.00	114060.18	
ATT001	ATLANTIS TELEPHONE CO.	0000002	12/01/2001			212.00	.00	212.00	
CLE001	CLEVELAND INTERIORS, INC.	0000003	12/01/2001			61200.00	.00	61200.00	
EDD001	EDDY APPLIANCE CO.	0000004	12/01/2001			1060.00	.00	1060.00	
HEN001	HENNEPIN MUNICIPAL UTILITIES	0000005	12/01/2001			530.00	.00	530.00	
JOH001	JOHNSON DOOR COMPANY, INC.	0000006	12/01/2001			1166.53	.00	1166.53	
MIN001	MINNEAPOLIS WATER DEPARTMENT	0000007	12/01/2001			53.00	.00	53.00	
THO001	THOMPSON HEATING &	0000008	12/01/2001			127457.90	.00	127457.90	
Check totals on invoices due 11/30/2001 with discounts due 12/15/2001						305739.61	.00	305739.61	
				GRAND TOTAL		150230.30	.00	150230.30	

End of Report

Post Payments

When you post the checks you prepared and printed, invoices that are paid in full are changed to paid status in the APINxxx (Open Invoice) file, the totals and history information in the APVExxx (Vendor) file are updated for the invoices you paid, and the APCHxxx (Checks) file is cleared for the next check cycle.

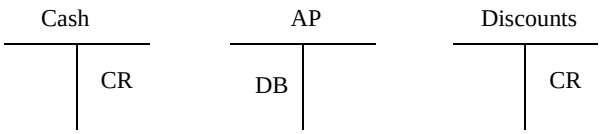
If you elected to keep detail, summary, and check history in the Resource Manager Options and Interfaces function, the invoice information is moved to the APHIxxx (Detail History), APHSxxx (Summary History), and APHC (Check History) files.

Interfaces

General Ledger

If Accounts Payable is interfaced with General Ledger, summary entries of the check and discount amounts are created in the GLJRxxx (Journal) file.

When you post payments, entries are made to several accounts that you specified in the APGLxxx table.



Bank Reconciliation

If Accounts Payable is interfaced with Bank Reconciliation, summary entries of the checks are created in the BRTRxxx (Bank Reconciliation Transactions) file for the bank account ID you specify.

The cash account comes from the BR bank account record. The AP account comes from the distribution code for each vendor.

Before Posting

Before you post, perform these preparatory tasks:

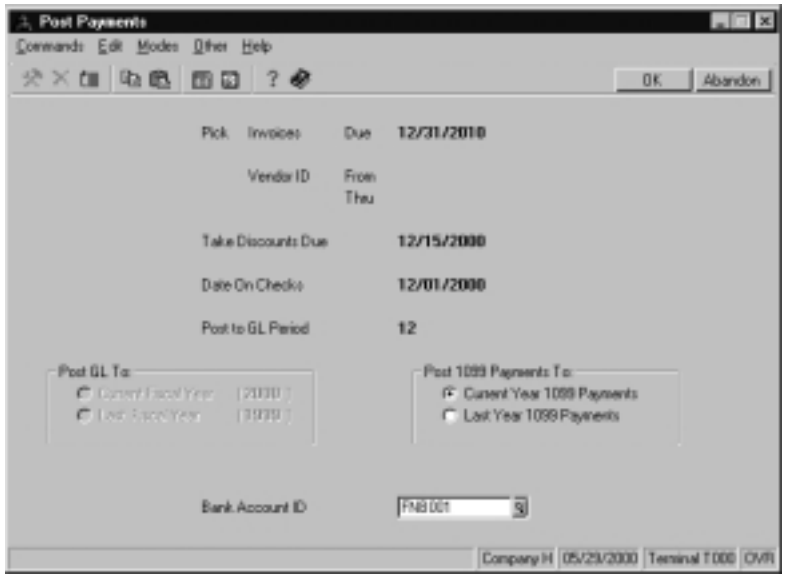
- If you have a multiuser system, make sure that no one else is using the Accounts Payable system. You cannot post if someone else is using the Accounts Payable functions.
- Print the checks (see page 10-17).
- Print the Check Register (see page 10-21).
- Back up all the data files.

The information on the checks and in the Check Register comes from the APCHxxx and APVExxx files. Posted entries are cleared from the APCHxxx file to make room for the next group of entries. Because you cannot reconstruct either the checks or the register after you post, printing them before you post is important.

Backing up your data files before you post is an important practice. Unforeseen problems, such as a power surge or failure, can interrupt the post and result in a loss of data.

Post Payments Screen

Select **Post Payments** from the Pay Invoices menu. This screen appears.



The dates, vendors, and general ledger period you selected when you prepared checks are displayed.

1. Select the General Ledger fiscal year in which you want to create the journal entries for these payments. You can post the payments to the current- or last-year GLJRxxx file. If Accounts Payable is not interfaced with General Ledger or if you have not created last-year data files in General Ledger, you must post to the current fiscal year.

2. Select the accumulator in the vendor record to which you want any 1099 payments in this check run posted. You can update the 1099 Payments Year to Date field, or the 1099 Payments Last Year field (see page 11-7 for more information).

3. If Accounts Payable is interfaced with Bank Reconciliation, accept the default bank account ID, or enter a different ID. (If Accounts Payable is not interfaced with Bank Reconciliation, no corresponding field appears.)

4. Select the output device.

The log shows the debits and credits that were posted to General Ledger. If Accounts Payable is not interfaced with General Ledger, you must make manual entries for the amounts in the log.

If Accounts Payable is interfaced with Bank Reconciliation, the log shows the amounts posted to Bank Reconciliation.

A sample posting log is at the end of this section.

After posting is completed, the Pay Invoices menu appears.

Post Payment Log

```
12/01/2001                    Builders Supply
7:13 PM                       Post Payments


Invoices Due 11/30/2001

Vendors First Thru Last

Discounts Due 12/15/2001

Post to GL Period 12




Description   GL Account                              Debit          Credit
-------------------------------------------------------------------------------
AP                                                150230.30
Discounts     804000                                                    .00
Cash          100100                                              150230.30
                                                  ------------------------------
                           Balance                 150230.30       150230.30
Posted to Bank Account SNB001                                     150230.30

    End of Report
```

Void Checks

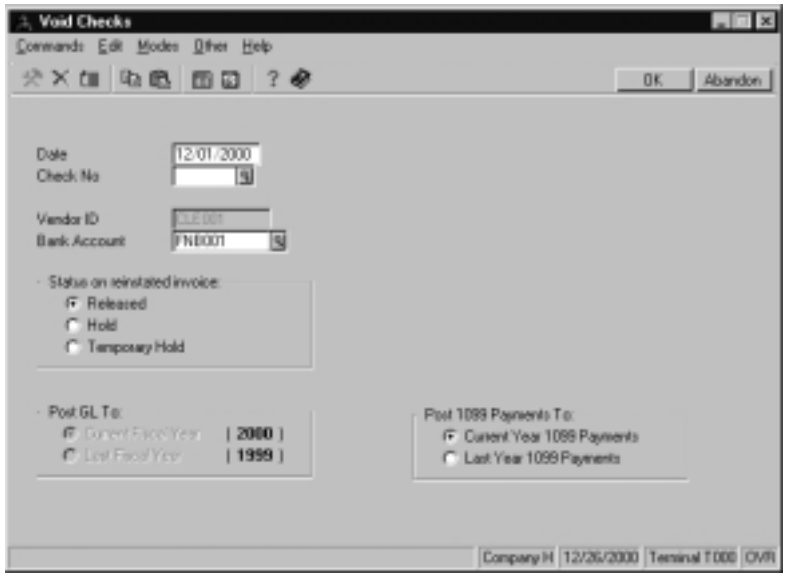
Use the Void Checks function to cancel checks that have been printed. For example, if you print a check by mistake, you can use this function to remove the record from the system.

When you void a check, several things happen:

- If Accounts Payable is interfaced with General Ledger, the cash account is debited and the accounts payable account is credited for the amount of the check.
- If Accounts Payable is interfaced with Bank Reconciliation, the status of the checks changes to *voided*.
- Check information is updated in the APVExxx (Vendor), APHIxxx (Detail History), APHSxxx (Summary History), and APHC (Check History) files. This information includes the check number, amount, transaction number, associated vendor, and payment code.
- If the invoice record still exists, it is changed in the APINxxx (Open Invoice) file from paid status to the status you entered, since the voided check means that you still have to make the payment. Otherwise, the invoice is reinstated from the APHIxxx (Detail History) file.

Void Checks Screen

Select **Void Checks** from the Pay Invoices menu. The function screen appears.



1. Enter the date of the check you want to void.

Inquiry

2. Enter the number of the check you want to void. The associated vendor ID appears.

   The bank account ID is displayed if Accounts Payable is interfaced with Bank Reconciliation.

3. Select the status of the reinstated invoice.

4. Select the General Ledger fiscal year in which you want the journal entries made for the void check. You can create the entries in the current-year GLJRxxx file or in the last-year GLJRxxx file. If Accounts Payable is not interfaced with General Ledger, or if you have not created last-year data files in General Ledger, you must post to the current fiscal year.

5. Select the accumulator in the vendor record to which you want any 1099 payments in this check posted. You can update the 1099 Payments Year to Date field, or the 1099 Payments Last Year field (see page 11-7 for more information).

6. Select the output device.

After the log is produced, the Pay Invoices menu appears.

Void Payments Log

```
05/31/2001                    Builders Supply
2:43 PM                       Void Payments


Check Number 1000

Vendor BOR001

Post to GL Period  5


Description   GL Account                              Debit          Credit
-------------------------------------------------------------------------
AP            200000                                                61636.50
Discounts     8040                                                      .00
Cash          1000                                 61636.50
                                                  ---------------------------
              Balance                              61636.50        61636.50

Posted to Bank Account           .00

    End of Report
```

File Maintenance 11

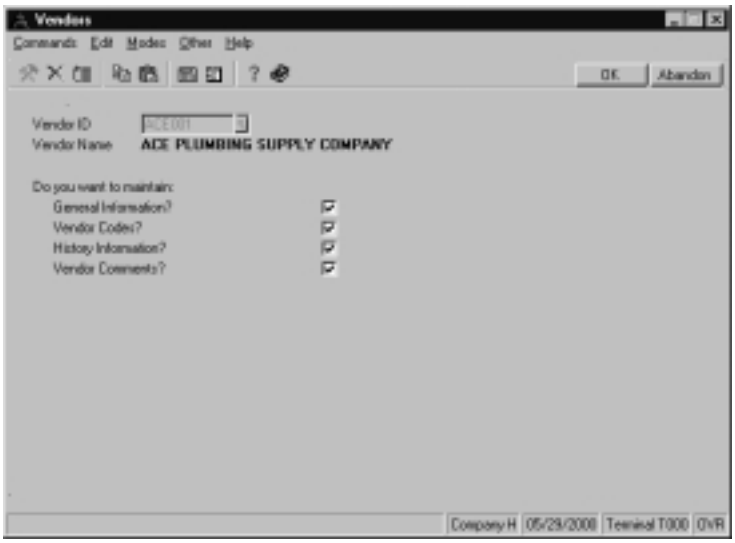
Vendors	11-3
Recurring Entries	11-15
Terms Codes	11-21
Distribution Codes	11-23
Tables	11-25
Change Fields	11-39

Vendors

Use the Vendors function to set up and maintain records for vendors you do business with. A record contains the vendor's name and address, the pay-to name and address, 1099 information, payment and distribution codes, purchase and payment histories, and comments.

Vendors Selection Screen

Select **Vendors** from the File Maintenance menu. The following screen appears.



Inquiry

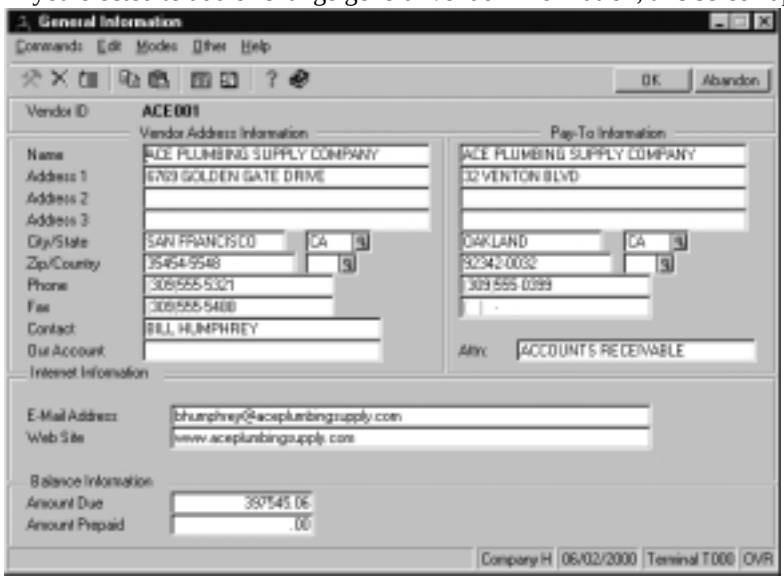
1. Enter the ID of the vendor you want to work with. If you are adding a new vendor, you can enter the ID of an existing vendor to copy its information to the vendor you are adding.

2. Check the box (or enter **Y** in text mode) for each type of information you want to add or change. Uncheck the box (or enter **N** in text mode) for each type you do not want to add or change. If you are adding a vendor, you must select General Information.

When you have selected the screens you want to work with, use the **Proceed** (**OK**) command to go to the first screen you selected.

General Information

If you elected to add or change general vendor information, this screen appears:



Field	Description
Vendor ID	The vendor ID from the header screen is displayed.
Name	Enter the vendor's name.
Address 1/2/3	Enter the vendor's address.
City/State	Enter the vendor's city.
State	Enter the vendor's state, or use the **Inquiry** command to look up and select the state from the list that appears.
Zip	Enter the vendor's zip code. You can enter a five-digit zip code, enter a nine-digit zip code with the hyphen, or leave this field blank.

Inquiry

	Field	Description
Inquiry	Country	Enter a country code for the vendor, or leave the field blank. If you enter a country code, it must be among the valid codes entered in Resource Manager (see the *Resource Manager User's Manual*). If you do not enter a code, the vendor will use the same country code as your company.
	Phone No	Enter the vendor's phone number. The format of the phone number is determined by the vendor's country code.
	Fax	Enter the vendor's fax number. The format of the phone number is determined by the vendor's country code.
	Contact	Enter the name of the person you usually contact about billing questions or invoice payments.
	Our Acct	Enter the account number the vendor uses to identify your company. It is printed on the remittance stubs of checks.

Enter information in the Pay-To Information fields only if it is different from the information you entered above.

	Field	Description
	Name	Enter the name the check should be sent to.
	Address 1/2/3	Enter the address the check should be sent to.
	City	Enter the vendor's city or leave the field blank.
Inquiry	State	Enter the vendor's state, or use the **Inquiry** command to look up and select a state from the list that appears.
	Zip	Enter the vendor's zip code. You can enter a five-digit zip code, enter a nine-digit zip code with the hyphen, or leave this field blank.

Field	Description
Country	Enter a country code for the vendor, or leave the field blank. If you enter a country code, it must be among the valid codes entered in Resource Manager (see the *Resource Manager User's Manual*). If you do not enter a code, the vendor will use the same country code as your company.
Phone/Fax No	Enter the phone and fax numbers of the place the check should be sent to. The format of the numbers is determined by the vendor's country code.
Attention	Enter the name of the person or department to which you send payments. The attention might be different from the vendor's name. The attention is printed on mailing labels.

Inquiry

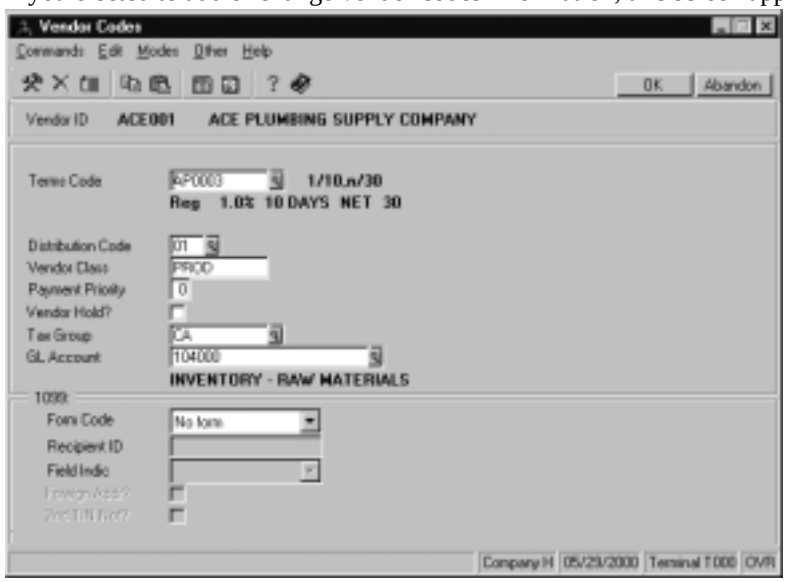
Next, enter the following general information about your vendor:

Field	Description
E-mail Address	Enter the e-mail address of the vendor's main office or your contact at the vendor's offices.
Web Site	If your vendor has a web site on the Internet, enter the Internet address of the vendor's site.
Amount Due/ Amount Prepaid	Enter values in these fields only when you use the summary method to enter initial balances. Otherwise, these fields are updated when you post transactions and payments.

When you save the entries the next screen you selected appears. If you did not select another screen, the Vendors header screen appears.

Vendor Codes

If you elected to add or change vendor codes information, this screen appears:



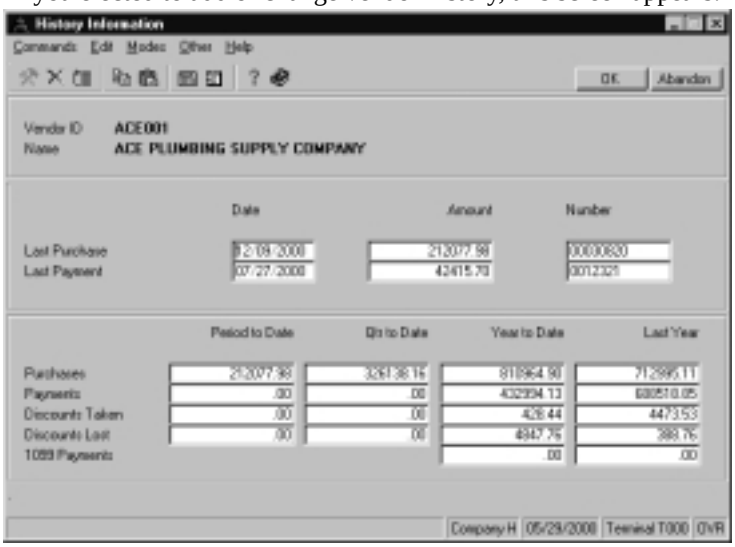
	Field	Description
	Vendor ID	The vendor ID and name from the header screen are displayed.
Inquiry **Maint**	Terms Code	Terms codes describe the terms of payment to the vendor. Enter the payment terms code for the vendor. If you use the **Maintenance** (**F6**) command, the Terms Codes function is temporarily called up. After you enter the terms code, the terms percentage, days, and net due days appear.
Inquiry **Maint**	Distribution Code	Distribution codes describe how payment information is to be distributed in accounts in General Ledger. Enter the GL distribution code for the vendor. If you use the **Maintenance** (**F6**) command, the Distribution Codes function is run. If Accounts Payable is not interfaced with General Ledger, you can leave this field blank.

	Field	Description
	Vendor Class	A vendor class is an arbitrary attribute stored only with the vendor record. A class means what you want it to mean. You can use the vendor class to organize the Vendor Purchase History Report and to sort information in GENERAL Report Writer reports. Assign a class to the vendor, or leave the field blank.
	Payment Priority	A payment priority code is an arbitrary attribute stored only with the vendor record. You can use the payment priority code to change the status of an open invoice and to sort information in GENERAL Report Writer reports. Enter a payment priority code. The lower the digit, the higher priority the payment is assigned.
	Vendor Hold?	If payment to the vendor is on hold, check the box (or enter **Y** in text mode); if not, uncheck the box (or enter **N** in text mode). You cannot pay vendors on payment hold.
Inquiry **Maint**	Tax Group	Enter a tax group for the vendor. The tax group is used to calculate sales tax on the orders you place with the vendor. If you use the **Maintenance** (**F6**) command, the Resource Manager Tax Groups function is run temporarily.
Inquiry **Maint**	GL Account	Enter the number of the general ledger account to debit when you purchase items from the vendor, or press **Enter** to skip this field. (The **Inquiry** command is available if Accounts Payable is interfaced with General Ledger.) The account you enter is displayed when you enter transactions.
	1099 Form Code	Enter **I** for vendors that file as individuals, **B** for those that file as businesses, or **N** for those that do not receive a 1099. If the vendor does not receive a 1099 form, the cursor skips the remaining fields on the screen. If the vendor is an individual or business, fill in the remaining fields.

Field	Description
	If you change the 1099 Form Code field from I or B to N and the vendor has a value other than zero in the 1099 Payments Year to Date field or the 1099 Payments Last Year field on the History Information screen, the following message appears: **Warning: 1099 payments exist for this vendor**. If you do not want the vendor to receive a 1099-MISC form, change the values in the 1099 Payments Year to Date and 1099 Payments Last Year fields to zero.
1099 Recipient ID	Enter the vendor's taxpayer identification number (TIN).
1099 Field Indic	The field indicators correspond to the box numbers on the 1099-MISC form in which the year-to-date payment amount is printed. (See the federal tax circular for information about these indicators.) Select a field indicator: 1 = rents 2 = royalties 3 = other income 4 = federal tax withholding 5 = fishing boat proceeds 6 = medical and health care payments 7 = nonemployee compensation 8 = payments in lieu of dividends or interest 9 = direct sales A = crop insurance proceeds C = gross attorney's fees See the F1099 table (see page 11-31) for information about box numbers, box categories, and associated limits.
1099 Foreign Addr?	If the vendor has a foreign address, check the box (or enter **Y** in text mode); if not, uncheck the box (or enter **N** in text mode). The word *foreign* means not one of the 50 states.
1099 2nd TIN Not?	If the Internal Revenue Service notified your company twice in the past three years that the vendor's tax identification number is incorrect, check the box (or enter **Y** in text mode); if not, uncheck the box (or enter **N** in text mode).

History Information

If you elected to add or change vendor history, this screen appears:



The History Information screen stores purchase and payment history for each vendor. When you use the Periodic Maintenance function, one of these things can happen:

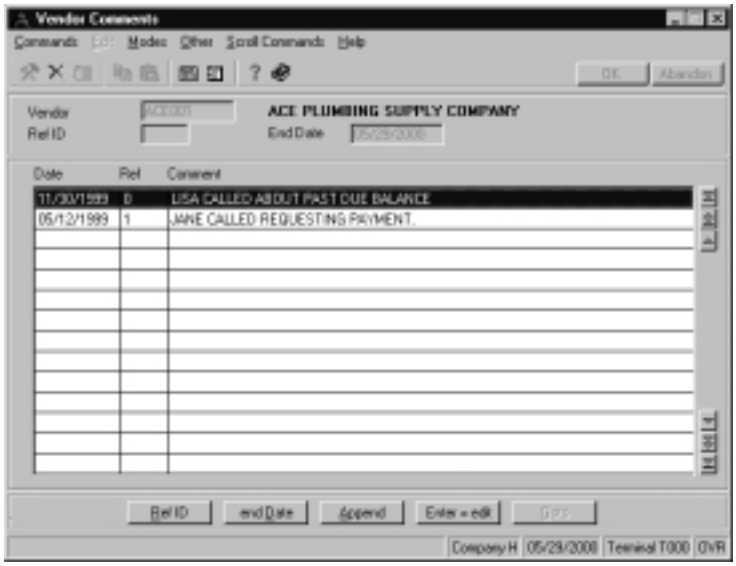
- When you do period-end maintenance, the period-to-date amounts are reset to zero.
- When you do quarter-end maintenance, the period- and quarter-to-date amounts are reset to zero.
- When you do year-end maintenance, the year-to-date amounts are transferred to the Last Year column and the period-, quarter-, and year-to-date amounts are reset to zero.

Field	Description
Last Purchase Date	Enter the last date you purchased items from the vendor. This field is updated when you post transactions.
Last Purchase Amount	Enter the cost of the last purchase from the vendor. This field is updated when you post transactions.
Last Purchase Number	Enter the number of the last invoice you received from the vendor. This field is updated when you post transactions.
Last Payment Date	Enter the date of the last payment you made to the vendor. This field is updated when you post checks.
Last Payment Amount	Enter the amount of the last payment you made to the vendor. This field is updated when you post checks.
Last Payment Number	Enter the number of the last check you sent to the vendor. This field is updated when you post checks.
Purchases Period to Date/ Qtr to Date/Year to Date/ Last Year	Enter the amount you purchased from the vendor this period, this quarter, this year, and last year
Payments Period to Date/ Qtr to Date/Year to Date/ Last Year	Enter the amount you paid the vendor this period, this quarter, this year, and last year.
Discounts Taken Period to Date/Qtr to Date/ Year to Date/Last Year	Enter the discount amount you received from the vendor this period, this quarter, this year, and last year.
Discounts Lost Period to Date/Qtr to Date/ Year to Date/Last Year	Enter the discount amount you did not take advantage of from the vendor this period, this quarter, this year, and last year.
1099 Payments Year to Date/Last Year	Enter the amount of 1099 payments you made to the vendor this year and last year. These values are used for preparing 1099-MISC forms.

When you save the entries the next screen you selected appears. If you did not select another screen, the Vendors header screen appears.

Vendor Comments

If you elected to add or change vendor comments, this screen appears:



Field	Description
Ref	The ID of the terminal you are working at is displayed. To work with comments for only the displayed reference ID, press **Enter**. To work with comments for a different reference ID, enter that ID. To work with all comments, clear this field and press **Enter**.
End Date	Enter the date of the most recent comment you want to work with, or press **Enter** to work with all comments. The date, reference, sequence number, and text that appear for each comment depend on the reference ID and end date you enter. The comments are arranged by date—the most recent date first—then by reference ID and then by sequence number.

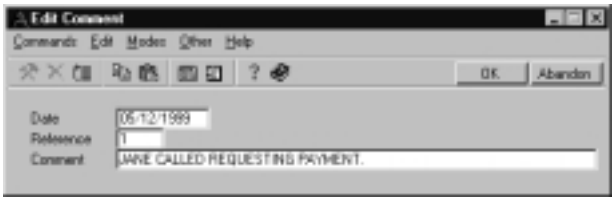
Command Bar

Select a command for the task you want to perform.

To work with comments associated with a different reference ID, press **N**. Then enter the reference ID and end date.

To display the first comment for the reference ID and end date you entered, press **H**.

To add a comment, press **A**. To edit a comment, press **E**. In either case a comment entry window appears.



Field	Description
Date	If you have not added or edited any other comments, the system date is displayed; otherwise, the date of the last comment you worked with is displayed. Accept the displayed date, or enter a different date.
Ref	Enter the reference ID of the comment you want to add or edit. To edit a comment, enter its sequence number. The text appears. If you want to delete the comment, use the **Delete** (**F3**) command. Subsequent comments for the vendor that have the same date and reference ID as the one you deleted are resequenced. To insert a comment, enter the sequence number of the position you want it to appear in. The comments after the inserted comment are resequenced.
Comment	Enter or edit the comment, and press **Enter** to save the comment record.

When you are finished working with the Vendor Comments screen, use the **Proceed** (**OK**) command to move to the Vendors header screen. Enter another vendor ID, or exit to the File Maintenance menu.

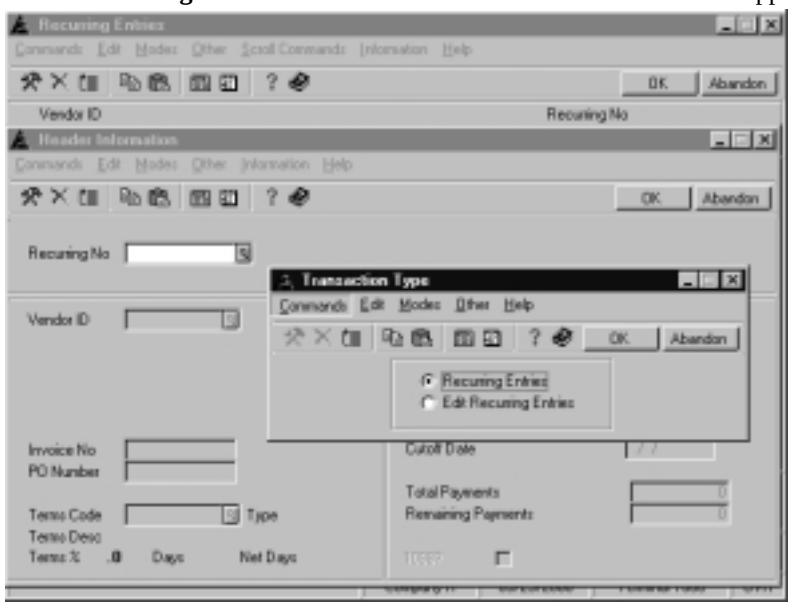
Recurring Entries

Use the Recurring Entries function to set up transactions that require the same payment on a regular schedule—for example, loan or insurance payments, service contracts, or maintenance fees.

To save time, you can copy a group of recurring entries to the APTDxxx and APTHxxx (Transaction) files instead of entering a new transaction each time the payment is due. By assigning each entry a run code, you can process these groups of entries on different schedules—monthly, bimonthly, or on whatever schedule fits your company's needs.

Recurring Entries Menu

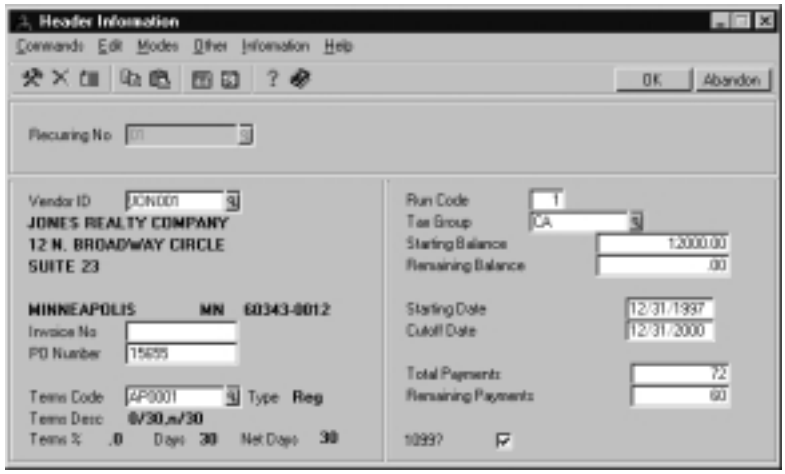
Select **Recurring Entries** from the File Maintenance menu. A menu appears.



The Recurring Entries Transaction Type menu offers two choices: Recurring Entries and Edit Recurring Entries. The only difference between the two functions is the fact that when you create a recurring entry, you create data; when you edit a recurring entry, you work with existing data. Select the action you want to perform.

Recurring Entries Header Screen

After you make your selection from the Recurring Entries menu, the header screen appears.



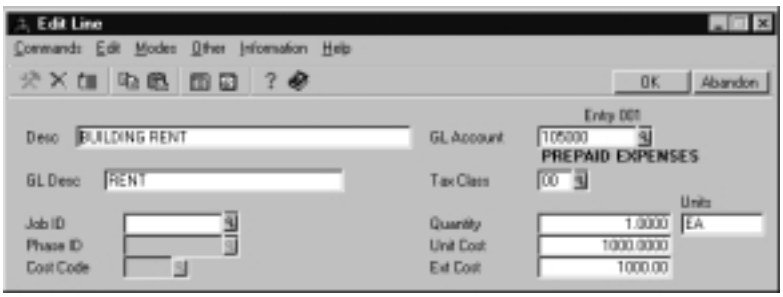
	Field	Description
Inquiry	Recurring No	Enter a number that identifies the recurring entry
Inquiry **Maint**	Vendor ID	Enter the vendor's ID. The vendor's name and address appear.
	Invoice No	Enter the invoice number, or press **Enter** if you do not want to assign the entry to an invoice.
	PO Number	Enter the purchase order number.

	Field	Description
Inquiry Maint	Terms Code	The terms code describes the terms of the payment. Accept the displayed terms code, or enter a different code. If you use the **Maintenance** (**F6**) command, the Terms Codes function is temporarily called up. After you enter the code, the description for the code appears.
	Run Code	You copy recurring entries by run code to the APTDxxx and APTHxxx files. Use the same run code for entries that you copy on the same basis. For example, you could use **01** for entries you copy on the first day of each month, **15** for entries you copy on the fifteenth day of each month, and so forth. Enter the run code the recurring entry belongs to.
Inquiry Maint	Tax Group	Enter a tax group for the entry. If the tax group you enter here is different from the one you previously entered, the system updates the tax information in all the line items in the order.
	Starting Balance	Enter the amount that was originally due for the entry, or press **Enter** to skip this field.
	Remaining Balance	Accept the displayed balance, or enter the amount you still owe for the entry.
	Starting Date	Enter the date of the first invoice for the entry, or press **Enter** to skip this field.
	Cutoff Date	Enter the date after which you no longer want the entry to be copied to the APTDxxx and APTHxxx files, or press **Enter** to skip this field.
	Total Payments	Enter the total number of payments that are to be made for the entry, or press **Enter** to skip this field.
	Remaining Payments	If you entered the total number of payments, the number of remaining payments is displayed; if not, zero is displayed. Accept the displayed number, or enter the remaining number of payments.

Field	Description
	If you did not enter the total number of payments, enter the number of remaining payments, or leave the field blank if this information does not apply. The number in this field cannot be greater than the number in the Total Payments field.
1099?	If the vendor does not receive a 1099-MISC form, the box is unchecked (or *NO* is displayed in text mode) and you cannot change it.
	If the vendor receives a 1099-MISC form, the box is checked (or *YES* is displayed in text mode). If you want the recurring entry to update the 1099 Payments Year to Date field in the vendor's record (once you copy the entry to the APTDxxx and APTHxxx files and post it), press **Enter**; if not, uncheck the box (or enter **N** in text mode).

When you save the header information the line-item entry screen appears.

Recurring Entries Line-Item Entry Screen



The Recurring Entries line-item entry screen can appear for one of three reasons:

- You are creating a recurring entry and have finished entering header data. The line-item window will have the title "Append Line."
- You use the **Append** command in the scroll region to add an item to the end of the list. The line-item window will have the title "Append Line."

- You use the **Edit** command in the scroll region to edit an item in the list. The line-item window will have the title “Edit Line.”

After you save the line-item entry information, enter another line item, or exit to the Recurring Entries screen.

When you save the first line item, the totals are updated and your entries are saved. You cannot use the **Abandon** (**F5**) command to cancel the entry. To delete the entire recurring entry, use the **Delete** (**F3**) command on the header screen.

Recurring Entries Screen

When you exit from the line-item entry screen, the Recurring Entries screen appears:

Edit Recurring Entries
Commands Modes Other Scroll Commands Information Help
OK Abandon
Vendor ID JON001 JONES REALTY COMPANY Recurring No 01
Invoice PO Number 15655 Run Code 01
Description Quantity Units Unit Cost Ext Cost
BUILDING RENT
1.0000 EA 1000.0000 1000.00
Entry (001 of 001)
Subtotal 1000.00
Sales Tax 40.00
Freight .00
Misc .00
Total 1040.00
Enter = edit Append Header Totals View Next Trans
Company H 05/25/2000 Terminal T000 OVR

The Recurring Entries screen is divided into these sections:

- Information from the header screen is summarized at the top of the screen.
- The line-item entry area (or *scroll region*) is displayed in the middle of the screen.
- The entry totals are displayed at the bottom of the screen.

Command Bar

Use one of these commands to perform the corresponding action in the scroll region:

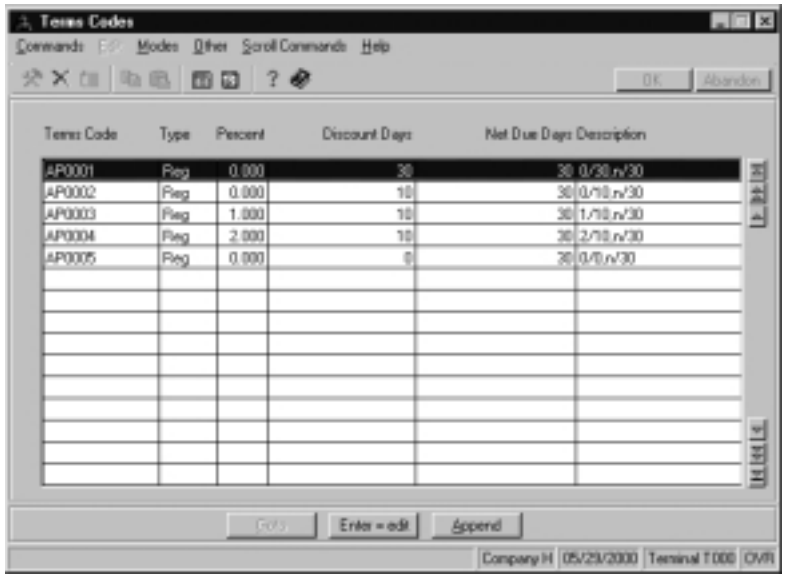
- To edit a line item, move the prompt to the line item and press **Enter**. To append a line item to a purchase, press **A**. Then see **Recurring Entries Line-Item Entry Screen** earlier in this section.
- To return to the header screen, press **H**. When you return to the header screen, you do not lose your line-item entries because you already saved them.
- To enter or edit totals associated with the recurring entry, press **T**. A subtotal of the line items is displayed. Enter the sales tax, shipping charges, and miscellaneous charges; or press **Enter** to skip these fields. The total amount of the invoice (the subtotal plus the sales tax and freight and miscellaneous charges) is displayed. Use the **Proceed (OK)** command to save your entries.
- To look at a line item without changing it, move the prompt to the line item, and press **V**. More information about the line item such as the general ledger account and description, quantity purchased, and cost information appears on the View Line screen. Press any key to return to the Recurring Entries screen.
- To go to a particular line item, press **G**. Then enter the line number. (This command appears only if there is more than one screen of line items.)
- To work with another recurring entry, press **N**. The Transaction Type menu appears. Enter another recurring entry, or exit to the File Maintenance menu.

Terms Codes

Use the Terms Codes function to add or change codes for payment terms for transactions.

Terms Codes Screen

Select **Terms Codes** from the File Maintenance menu. This screen appears.



Command Bar

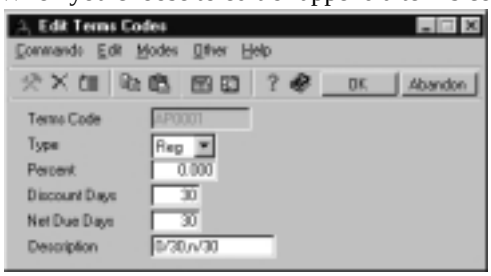
Enter one of these commands to perform the associated action:

- To go directly to a particular term code, press **G**. Then enter the line number. (This command appears only if there is more than one screen of line items.)

- To edit a line item, move the prompt to the line and press **Enter**. To append a line item to the transaction, press **A**.

Append/Edit Screen

When you choose to edit or append a terms code, this screen appears:



Field	Description
Terms Code	Enter the code you want to add or change. If you are adding a terms code, use a descriptive code to make entry easy and efficient.
Type	Enter **P** for prox terms or **R** for regular terms. Prox terms are calculated as days from the beginning of the next month. Regular terms are calculated as days from the discount date.
Percent	Enter the percent used to calculate the discount amount of the payment when a discount is taken.
Discount Days	Enter the number of days that a discount is valid.
Net Due Days	Enter the number of days given to pay the net due.
Description	The displayed description is based on your entries in the previous fields. Accept it, or enter a different description.

Inquiry

When you save your entries, you are returned to the Terms Codes scroll region.

When you finish editing or adding terms codes, use the **Exit** (**F7**) command to return to the File Maintenance menu.

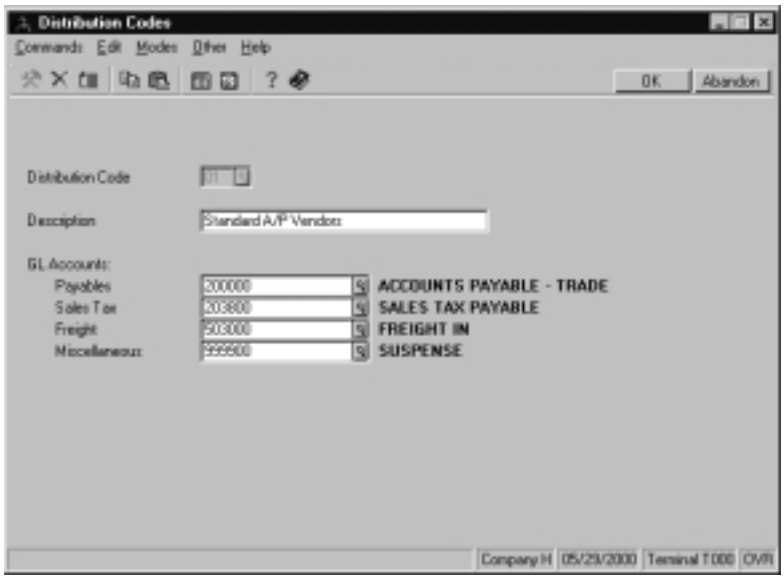
Distribution Codes

Distribution codes specify which general ledger accounts get which information.

Use the Distribution Codes function to add or change codes for your general ledger distribution accounts or to set up a selection of different payable accounts.

Distribution Codes Screen

Select **Distribution Codes** from the File Maintenance menu. The function screen appears.



Field	Description
Inquiry	
Distribution Code	Enter the code you want to add or change.
Description	Accept the displayed code description, or enter a different code description. This description appears when you use the **Inquiry** (**F2**) command to access a list of codes.

	Field	Description
Inquiry **Maint**	GL Accounts	Accept each displayed general ledger account number, or enter a different account number. If you use the inquiry command to access a list of codes, the description appears. If Accounts Payable is interfaced with General Ledger, this field's mask is determined in General Ledger; otherwise, the account field is 12 characters in length.

When you save the information the cursor returns to the top of a blank Distribution Codes screen. Enter another code, or exit to the File Maintenance menu.

Tables

Use the Tables function to set up and maintain the Accounts Payable tables.

Tables store information about the system, data, options, and default settings for other applications.

The following tables are related to Accounts Payable:

- APGLxxx
- APPDxxx
- DFxxxx
- DMxxxx
- DISCxxx
- D1099xxx
- F1099
- FORMxxx
- MRGLxxx
- QCxxxx
- QDxxxx
- QExxxx
- QHxxxx
- QMxxxx
- QPxxxx
- QXxxxx
- QZxxxx

For information about each of these tables, see their descriptions in this section.

Note

The OPTxxx (Options) table stores options and interfaces settings. Maintain the information stored in this table through Resource Manager Options and Interfaces function, not through the table itself.

Tables Screen

Select **Tables** from the File Maintenance menu. A blank tables screen appears.

Inquiry

1. To add or change a table, enter the table ID. To set up a company-specific table, enter the table ID plus the one- to three-character company ID. To set up a terminal-specific table, enter the table ID plus the four-character terminal ID. To delete the table, use the **Delete (F3)** command.

Inquiry

2. If you entered a new table ID, the Copy From field appears. To copy a company- or terminal-specific table, enter the table ID plus the company ID and terminal ID.

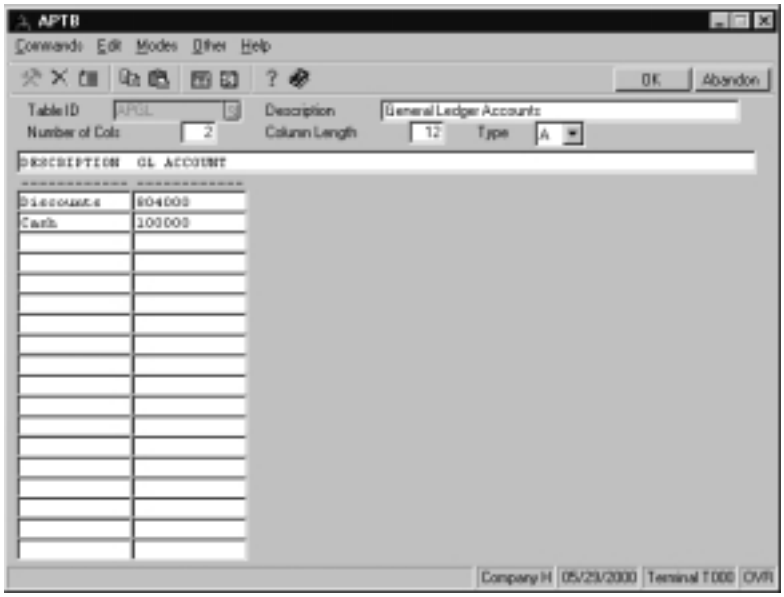
   A set of tables comes with the sample company, Builders Supply. You can copy the sample tables for a company and then change the appropriate fields. To copy a sample table, enter the table ID.

3. Press **Enter** to accept the displayed description of the table, or enter a different description.

The number of columns, the length of the columns, and the type of characters you can enter—alphanumeric (A), numeric with two decimal places (N), numeric with three decimal places (3), or numeric with four decimal places (4)—are displayed.

APGLxxx Table

The APGLxxx table stores the general ledger accounts that accounts payable transactions and checks are posted to in the GLJRxxx (Journal) file. When you enter the table ID, the rest of the APGLxxx table appears



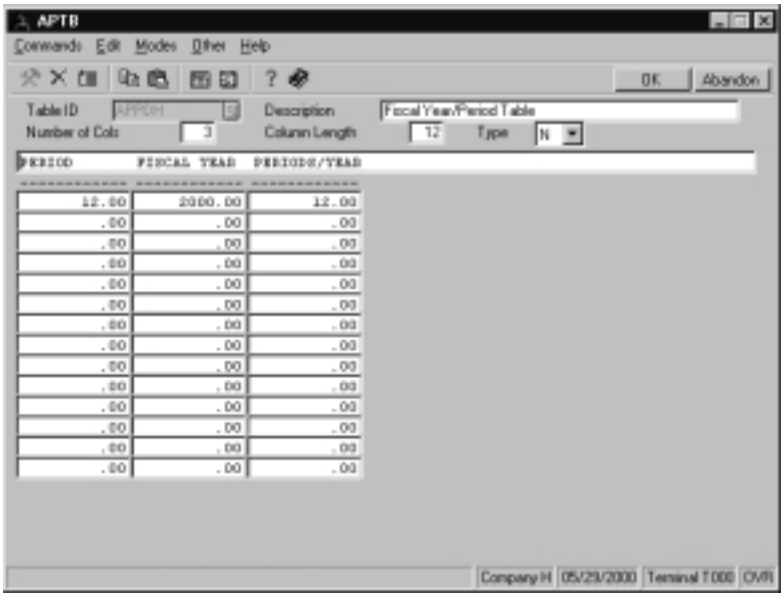
Field	Description
Description	Accounts Payable posts to two accounts: discounts taken and cash/checking. Accept each displayed account, or change the descriptions of the accounts.

Field	Description
GL Account	For each account description, accept the displayed general ledger account number, or enter a different account number. Make sure that the account numbers you enter match the account mask for the descriptions. This practice ensures that the posted amounts are sent to the right accounts.

APPDxxx Table

The APPDxxx table stores a company's current general ledger period, fiscal year, and number of periods per year for posting and periodic history.

When you enter the table ID, the rest of the APPDxxx table appears.



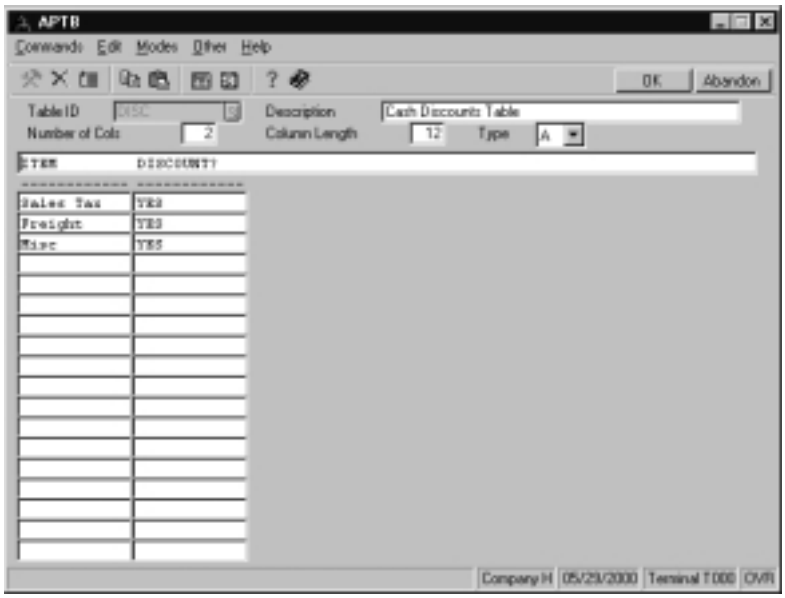
Field	Description
Period (1.00-13.00)	Enter the number of the current period. The period is incremented when you do periodic maintenance.

Field	Description
Fiscal Year	Enter the current fiscal year. The fiscal year is incremented when you do year-end maintenance.
Periods/Year	Enter the number of accounting periods your company uses in a year.

DISCxxx Table

The DISCxxx table stores the fields you can include in or exclude from vendor discounts—sales tax, freight, and miscellaneous charges.

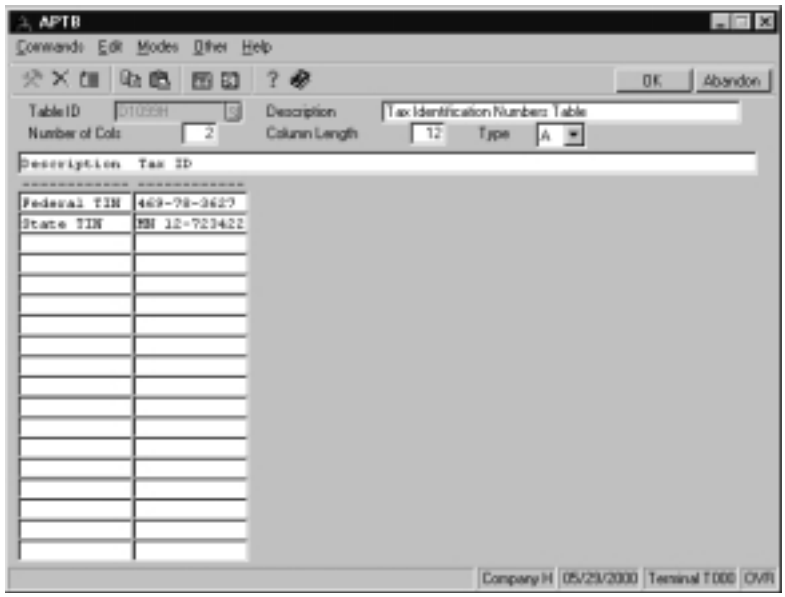
When you enter the table ID, the rest of the DISCxxx table appears.



Field	Description
Item	The three fields—Sales Tax, Freight, and Misc—you can include in or exclude from discounts are displayed. Accept each displayed description, or enter different descriptions. Do not delete lines or rearrange field names. The system looks for the defaults by their position in the table; it treats the item on the first line as sales tax, the item on the second line as freight, and the item on the third line as miscellaneous charges.
Discount?	For each field, enter **YES** to include the field in discount calculations, or enter **NO** to exclude the field.

D1099xxx Table

The D1099xxx table stores a company's federal and state tax identification numbers. When you enter the table ID, the rest of the D1099xxx table appears.

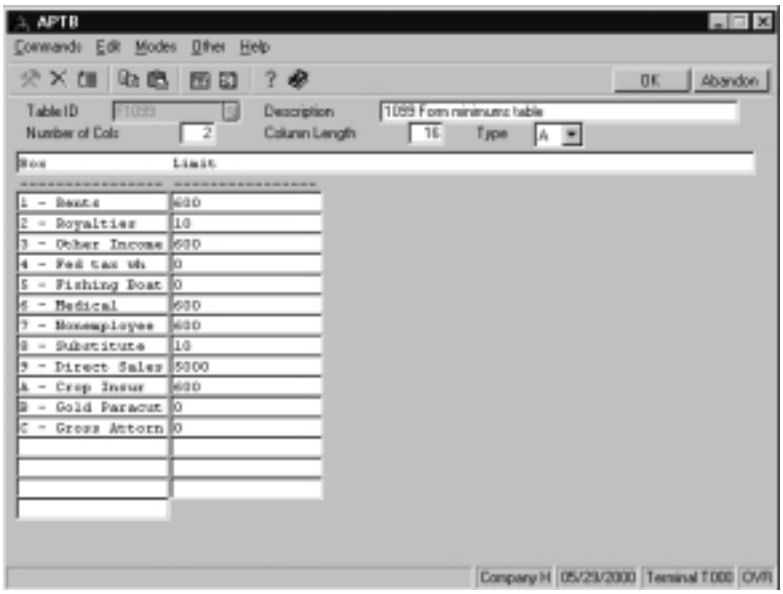


Field	Description
Description	The descriptions *Federal TIN* and *State TIN* are displayed. Accept each description or change it. Do not delete lines or rearrange field names. The system looks for the defaults by their position in the table; it treats the item on the first line as the company's federal tax identification number and the item on the second line as the company's state tax identification number.
Tax ID	Enter the company's federal tax ID on the first line and the company's state tax ID on the second line. The tax IDs you enter are used as default IDs when you prepare 1099 forms.

F1099 Table

The F1099 table stores the minimum amounts for preparing 1099 forms.

When you enter the table ID, the rest of the F1099 table appears.

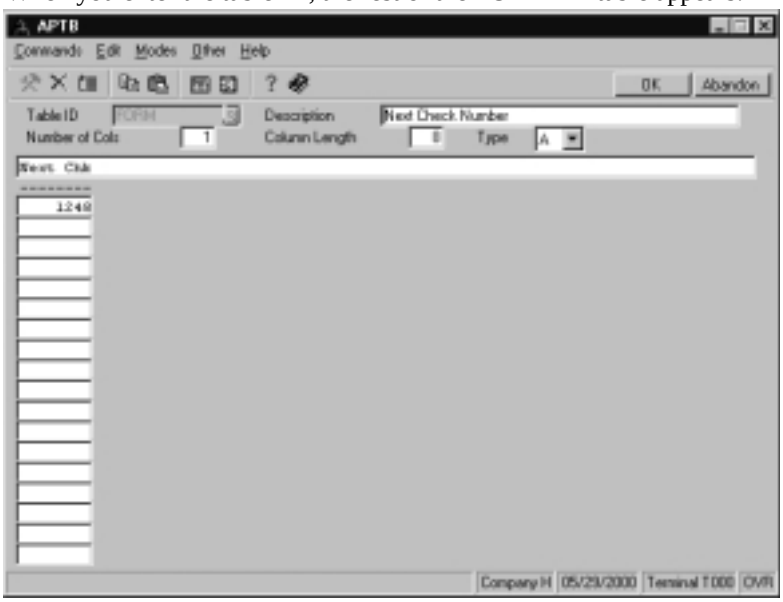


Field	Description
Box	The descriptions of the payment boxes on the 1099-MISC form are displayed. Accept each displayed description, or change the descriptions. The system looks for these items by their position in the table; it treats the item on line one as rent, the item on line two as royalties, and so on.
Limit	Enter the 1099 limit for each type of payment. See the appropriate year's instructions for 1099-MISC forms issued by the Internal Revenue Service for the limits.

FORMxxx Table

The FORMxxx table tracks the last check number and is incremented each time a check is printed. It is created when you enter online checks or print checks.

When you enter the table ID, the rest of the FORMxxx table appears.

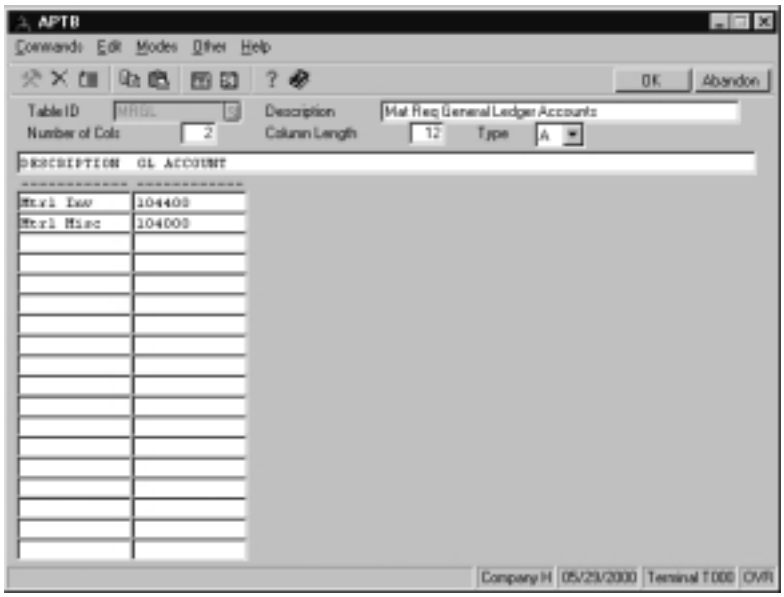


Field	Description
Next Chk	Press **Enter** to accept the next check number that appears, or enter a different starting check number.

MRGLxxx Table

The MRGLxxx table stores the general ledger accounts that material requisitions are posted to in the GLJRxxx (Journal) file. This table is available only if you elected not to post material requisition credits to inventory item accounts in the Resource Manager Options and Interfaces function.

When you enter the table ID, the rest of the MRGLxxx table appears

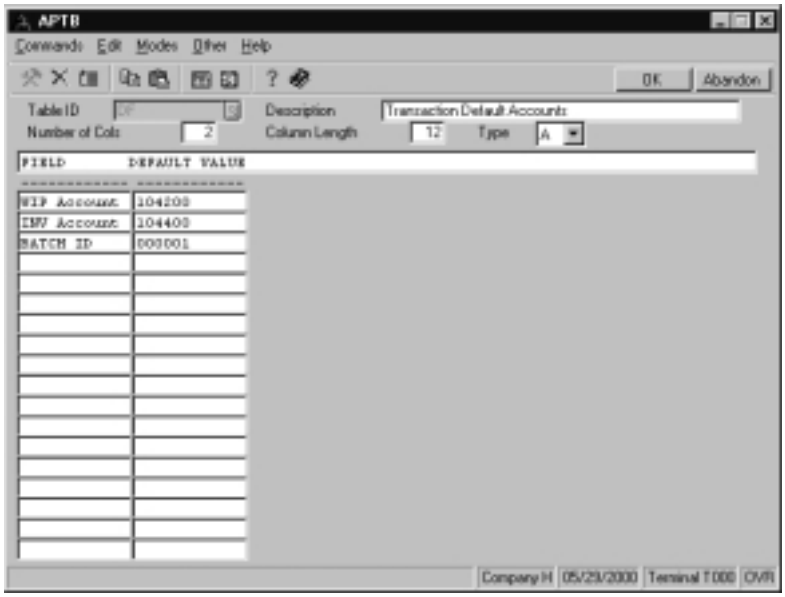


Field	Description
Description	Material requisitions are posted to two accounts: material requisitions from inventory and material requisitions for miscellaneous materials. Accept each displayed account description, or change the account descriptions. Do not delete lines or rearrange the account descriptions. The system looks for these accounts by their position in the table; it treats the account on the first line as the material requisitions account for inventory items and the item on the second line as the material requisitions account for noninventory items.
GL Account	For each account description, accept the displayed general ledger account number, or enter a different account number. Make sure that the account numbers you enter match the account mask for the descriptions so that the amounts will be posted to the right accounts.

DFxxxx and DMxxxx Tables

The DFxxxx and DMxxxx tables store default information associated with jobs. Both store the WIP account for jobs. The DFxxxx stores the inventory account for accounts payable transactions and posting payments. The DMxxxx table stores the inventory account for material requisitions.

When you enter the ID, the table appears. Here is a sample DFxxxx table:



Field	Description
Field	The fields you can enter defaults for are displayed. Accept the displayed fields, or change them.
Default Value	For each field, accept the displayed general ledger account number, or enter a different account number. Make sure that the account numbers you enter match the account mask for the descriptions so that the amounts will be posted to the right accounts.

QDxxxx, QExxxx, QHxxxx, and QPxxxx Tables

The QHxxxx table stores the quick-entry stops used by the Transactions function when you enter header information.

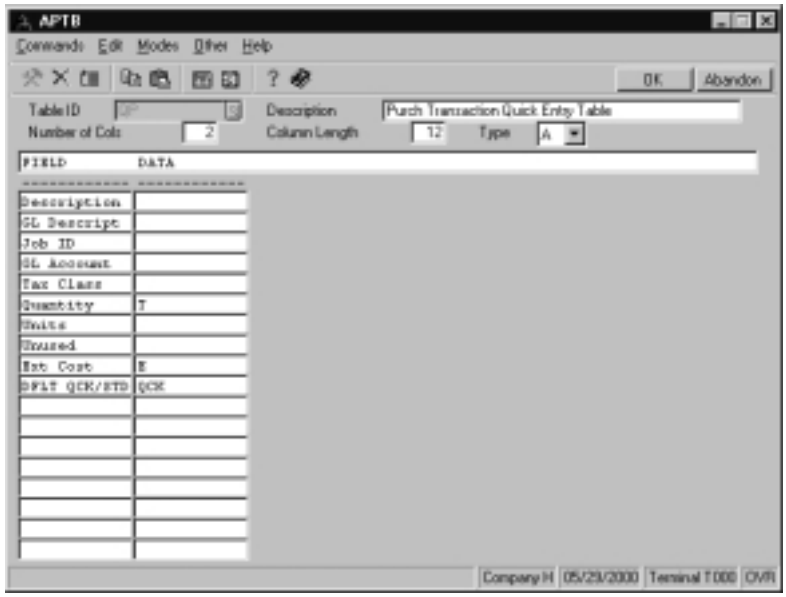
The QDxxxx table stores the quick-entry stops used by the Transactions function when you enter miscellaneous debits.

The QExxxx table stores the quick-entry stops used by the Transactions function when you edit transactions.

The QPxxxx table stores the quick-entry stops used by the Transactions function when you enter purchases.

The QDxxxx, QExxxx, QHxxxx, and QPxxxx tables have the same layout.

When you enter the table ID, the rest of the table appears. A QPxxxx table is shown below



Field	Description
Field	The fields that appear in the line-item entry area when you add or change transactions are displayed. Accept the displayed fields, or change them.

Field	Description
	Do not delete lines or rearrange the descriptions. The system looks for these values by their position in the table; it treats the value on the first line as the purchase description, the value on the second line as the general ledger description, and so forth.
Data	If you want the cursor to stop at a field only when you press **Enter**, enter **E**. If you want the cursor to stop at a field when you use the **Jump** command or press **Enter**, enter **T**. If you do not want the cursor to stop at a field, leave the field blank.

QCxxxx, QMxxxx, QXxxxx, and QZxxxx Tables

The QZxxxx table stores the quick-entry stops used by the Enter Material Requisitions function when you enter header information.

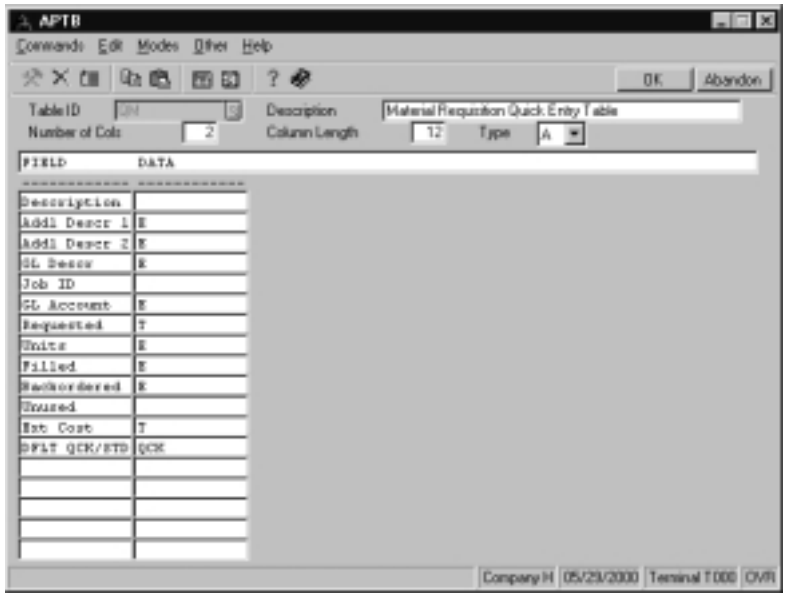
The QMxxxx table stores the quick-entry stops used by the Enter Material Requisitions function when you enter material requisitions.

The QCxxxx table stores the quick-entry stops used by the Enter Material Requisitions function when you change material requisitions.

The QXxxxx table stores the quick-entry stops used by the Enter Material Requisitions function when you return material requisitions.

The QCxxxx, QMxxxx, QXxxxx, and QZxxxx tables have the same layout.

When you enter the ID, the table appears. A QMxxxx table is shown below.



Field	Description
Field	The fields that appear in the line-item entry area when you add or change material requisitions are displayed. Accept the displayed fields, or change them. Do not delete lines or rearrange the fields. The system looks for the fields by their position in the table; it treats the first line as the description, the second line as the first additional description, and so forth.
Data	If you want the cursor to stop at a field only when you press **Enter**, enter **E**. If you want the cursor to stop at a field when you use the **Jump** command or press **Enter**, enter **T**. If you do not want the cursor to stop at a field, leave the field blank.

Change Fields

Features

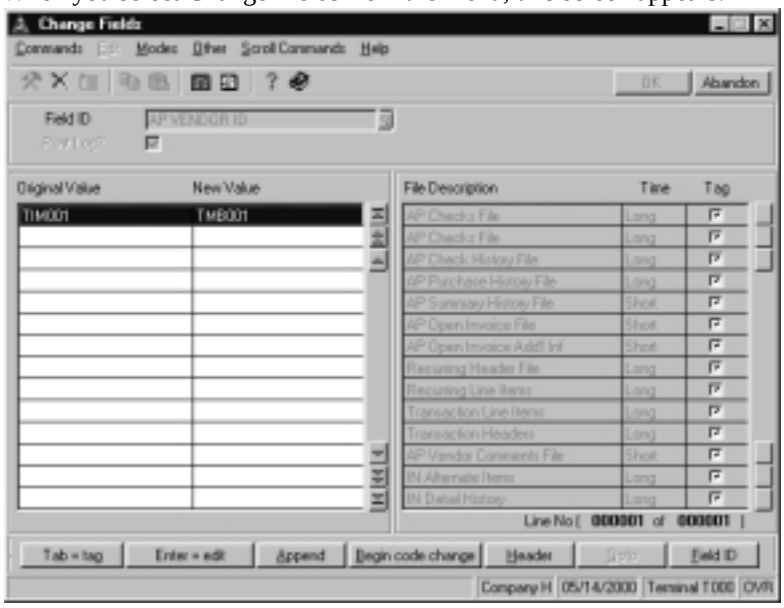
Use the Change Fields function on the File Maintenance menu to change any code used from one value to another. The Change Fields function can change codes within this application, as well as in other applications.

Reports

To produce a list of fields changed, use the Print Log feature. A sample of the log appears on page 11-43.

Change Fields screen

When you select Change Fields from the menu, this screen appears:



The screen contains 3 sections. The top, or *Header*, section, which includes the Field ID and Print Log? fields, is where you select the code or ID to change, and whether or not you want to produce the printed log. The lower left, or *Values*, section is where you will build a list of the values you want to change by specifying the old value and the new value. The lower right, or *Files*, section contains a list of the files that will be changed in the applications you have installed on your system.

Field Definitions—Header

	Field Name	Description
Inquiry	Field ID	Enter the Field ID you want to change. You can change only Accounts Payable fields from the Accounts Payable menu. To change IDs and codes from other applications, run the Change Fields function in the respective application.
	Print Log?	Select the Print Log field to print a list of the files that are changed.

After you enter the field ID and indicate your preference for printing the log, use the **Proceed** (**OK**) command to begin entering field values to change.

Field Definitions—Values

Field Name	Description
Original Value	Enter the current field value that you want to change.
New Value	Enter the new value that you want to use for this field.

Command Bar Definitions

Command	Description
Tab = tag	Press **Tab** to switch to the Files section of the screen.
Enter = Edit	Press **Enter** to edit the current line.

Command	Description
Append	Press **A** to append another value to change to the list.
Begin code change	Press **B** to begin the change field process.
Header	Press **H** to return to the header section to change the selection you made for printing the log.
Goto	Press **G** to go to a particular entry.
Field ID	Press **F** to choose a new field ID (this will abandon any field changes you have entered, but not yet made).

Continue entering old values and new values until you have specified all of the values you want to change. If you want to change the files that will be changed, you can use the **Tab** command to jump to that section. If you are satisfied with your selections, press **B** to begin the change process.

Field Definitions—Files

Field Name	Description
File Description	The files that contain the Field ID you selected appear.
Time	This field gives you an idea of the relative time it will take to change the field in a given file. Files where this code or ID are a part of the key to the file can be changed more quickly than files where each record in the file must be scanned for the code or ID. Each file is rated as **Short** or **Long** to denote the estimated time required to change the field.
Tag	This field denotes whether the file will be affected by the copy process. Tag the file to change fields in the file.

Command Bar Definitions

Command	Description
Tab = value	Press **Tab** to return to the Values screen section.
Enter = Tag/Untag	Press **Enter** to toggle a file as included or excluded from the copy process.
All	Press **A** to tag all of the files.
None	Press **N** to untag all of the files.
Begin	Press **B** to being the change field function.
Header	Press **H** to return to the header section to change the selection you made for printing the log.
Goto	Press **G** to go to a particular entry.
Field ID	Press **F** to choose a new field ID (this will abandon any field changes you have entered, but not yet made).

When you have tagged the files you want to change, press **B** to begin the change process. When the changes are complete, the log will print if you elected to produce it.

Enter a new field ID to change, or use the **Exit** (**F7**) command to return to the File Maintenance menu.

Change Fields Log

```
05/14/2000                                        Builders Supply                                    Page    1
10:04 PM                                          Change Code Log

File Name    Records Read  Records Converted  Original Total Record  New Total Records
-------------------------------------------------------------------------------------------------------------------

APVEH                 1                 1                     16                16
APCHH                21                 0                     21                21
APCHH                 1                 0                     21                21
APHCH                 8                 0                      8                 8
APHIH               550                56                    550               550
APHSH                57                56                    623               623
APINH                 1                 1                     25                25
APIXH                 0                 0                      0                 0
APRHH                 5                 0                      5                 5
APRLH                 5                 0                      5                 5
APTDH                10                 4                     10                10
APTHH                 4                 1                      4                 4
APVCH                 0                 0                     20                20
INAIH                62                 4                    189               193
INHIH       Improper field length for Record Test; KNUM=0, Record=ENTRY
INHIH               326                43                   1010              1010
INLDH               204                16                    204               204
INLHH       Improper field length for Record Test; KNUM=0, Record=ENTRY
INLHH               234               178                    406               406
INSHH       Improper field length for Record Test; KNUM=0, Record=ENTRY
INSHH               326               178                    573               573
INVIH               223                16                    207               223
JOHIH               106                16                    189               189
JOHIH                 0                 0                    189               189
POOHH                 9                 1                      9                 9
POORH                31                 3                     31                31
POPQH                 3                 0                      3                 3

Field ID       AP VENDOR ID
Original Value                   New Value
TIM001                           TMB001
```

Master File Lists 12

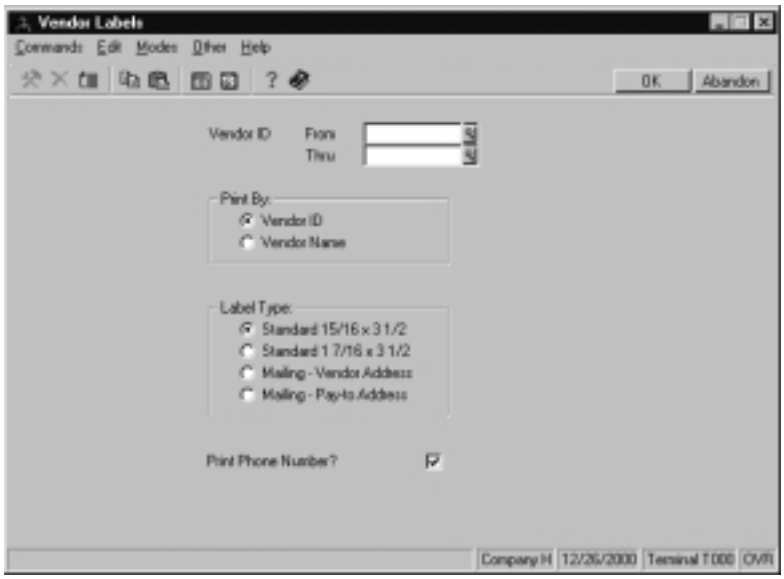
Vendor Labels	12-3
Vendor Detail List	12-7
Vendor Comments List	12-9
Recurring Entries List	12-13
Tables List	12-17

Vendor Labels

Use the Vendor Labels function to print 1-by-3½-inch standard labels for vendor checks or to print a vendor phone list. You can also produce 1½-inch mailing labels with three address lines.

Vendor Labels Screen

Select **Vendor Labels** from the Master File Lists menu. The function screen appears.



Inquiry

1. Enter the range of vendors whose labels you want to produce.
2. Select the order in which you want to organize the vendor labels.
3. Select the type of labels you want to produce.

4. If you selected standard labels and you want them to include the vendors' phone numbers, check the box (or enter **Y** in text mode); if not, uncheck the box (or enter **N** in text mode).

5. If you elected to produce the list of labels, a line of *x*'s is printed so that if you are producing labels, you can align them. Then this prompt appears:

   Is form aligned?

   If the labels are not aligned, select **No** (or enter **N** in text mode) and adjust them. When the labels are aligned, select **Yes** (or enter **Y** in text mode) to produce them.

6. To print the customer's phone numbers on the labels, check the box (or enter **Y** in text mode); if not, uncheck the box (or enter **N** in text mode).

7. Select the output device.

After you have produced the list or labels, the Master File Lists menu appears.

Vendor Labels

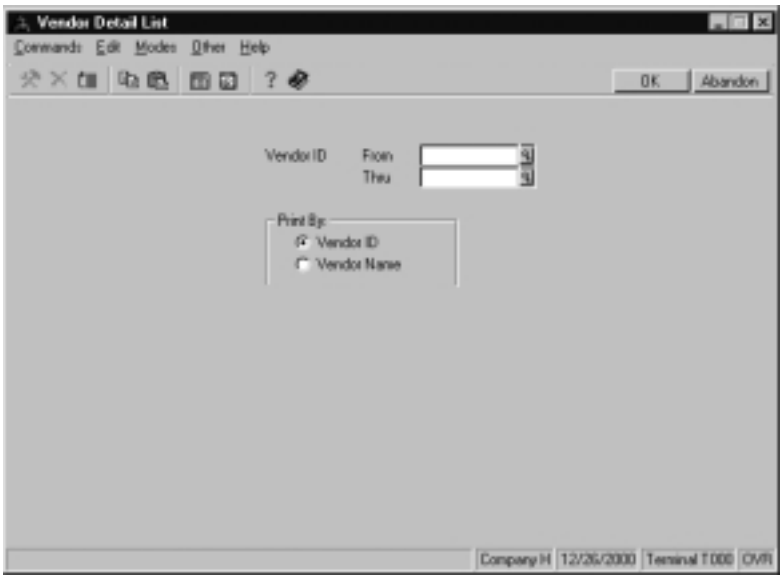
```
ACE001
ACE PLUMBING SUPPLY COMPANY
6769 GOLDEN GATE DRIVE
SAN FRANCISCO  CA    35454-5548


ATT001
ATLANTIS TELEPHONE CO.
49838 65 ST N. SUITE 498
MINNEAPOLIS    MN    49848-3939


BOR001
BORIS CONSTRUCTION COMPANY
34 EAST MOCKINGBIRD LANE
EDEN PRAIRIE   MN    55344-0034


CLE001
CLEVELAND INTERIORS, INC.
4662 SE MAIN
CLEVELAND      OH    54566-5789


EDD001
EDDY APPLIANCE CO.
27861 W. 93RD AVENUE
HIGHWAY 46
SOUTH BEND     IN    20299-5545

ELL001
ELLIS ELECTRICAL SUPPLY
P.O. BOX 34002
NEW YORK       NY    11111

TEL001
TELL & JACOBY
3 INDEPENDENCE BLVD
PHILADELPHIA   PA    22332-3333


THO001
THOMPSON HEATING &
AIR CONDITIONING
P.O. BOX 99388
MINNEAPOLIS    MN    55555-0545

TIM001
TIMBERLAND WINDOWS, INC
12035 W. 128TH ST
PORTLAND       OR    87888-4566
```

Vendor Detail List

The Vendor Detail List shows the information stored in your vendor records: each vendor's name and address, pay-to name and address, purchasing information, and 1099 information.

Vendor Detail List Screen

Select **Vendor Detail List** from the Master File Lists menu. The function screen appears.



Inquiry

1. Enter the range of vendors whose information you want to include in the list.
2. Select the order in which you want to print the list.
3. Select the output device.

After the list is produced, the Master File Lists menu appears.

Vendor Detail List

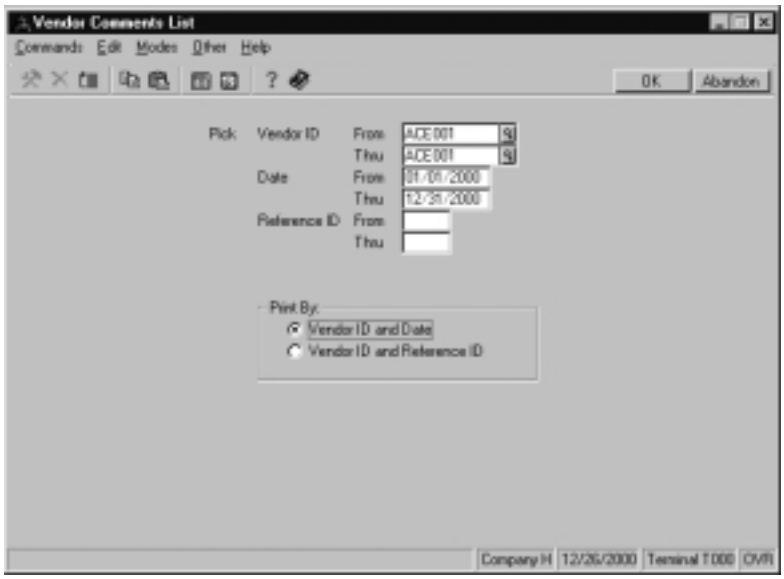
```
04/14/2001                    Builders Supply                    Page    3
4:50 PM                      Vendor Detail List
                               By Vendor ID


BOR001                                  PAY TO:
BORIS CONSTRUCTION COMPANY                  BORIS CONSTRUCTION COMPANY
34 EAST MOCKINGBIRD LANE                    34 EAST MOCKINGBIRD LANE


EDEN PRAIRIE    MN  55344-0034              EDEN PRAIRIE    MN  55344-0034
Contact:   JULIE C.                         Attn: A/R
Phone:     (612)458-2423                    Phone: (612)458-5455
Fax:       (612)458-5455                    Fax:   (   )   -
E-Mail: juliec@bigmail.com
Web:
Our Acct:


                                        1099:
Payment Priority:   0                        Form Code:        N No form
GL Account:       104400                     Recipient ID:
Vendor Class:     PROD                       Field Indicator:
Vendor Hold?      No                         Foreign Address?  No
Distrib Code:     01                         2nd TIN Not?      No



Terms Code:       AP0005   0/0,n/30
                  Reg     .0%   0 DAYS  NET  30
Tax Group:        CA


Amount Due:      17080.84             Amount Prepaid:               .00


                    Date              Amount         Number
Last Purchase    11/17/2001            17080.84    00001208
Last Payment     10/27/2001           124661.72     0012488


                Period to Date    Qtr to Date    Year to Date       Last Year
Purchases                .00       17080.84       161903.87       109402.29
Payments                 .00      124661.72       144823.03       109402.29
Discounts Taken          .00            .00             .00             .00
Discounts Lost           .00            .00             .00             .00
1099 Payments                                           .00             .00


    End of Report
```

Vendor Comments List

Produce the Vendor Comments List to list the comments that are on file for a vendor. You can use the list as a reference when you enter accounts payable transactions.

Vendor Comments List Screen

Select **Vendor Comments List** from the Master File Lists menu. The function screen appears.



Inquiry

1. Enter the range of vendors whose comments you want to include in the list.
2. Enter the range of dates associated with the comments you want to include in the list.
3. Enter the range of reference IDs associated with the comments you want to include in the list.

4. Select the order in which you want to produce the list.
5. Select the output device.

After the list is produced, the Master File Lists menu appears.

Vendor Comments List

```
04/14/2001                    Builders Supply                    Page    1
4:55 PM                     Vendor Comments List
                          By Vendor ID and Date

Vendor  Description/
        Date        Ref. Comment
--------------------------------------------------------------------------------

ACE001  ACE PLUMBING SUPPLY COMPANY
        12/18/2000  0    CALLED SARA WE ARE SENDING THE CHECK TODAY

        12/14/2000  0    VENDOR DEMANDS PAYMENT NOW!!!

        11/30/1999  0    LISA CALLED ABOUT PAST DUE BALANCE

        05/12/1999  1    JANE CALLED REQUESTING PAYMENT.


    End of Report
```

Recurring Entries List

Before you copy recurring entries to the APTDxxx and APTHxxx (Transaction) files, produce the Recurring Entries List to check for mistakes and omissions.

If you find incorrect transactions in the Recurring Entries List, use the Edit Recurring Entries option in the Recurring Entries function (see page 11-15) to correct them.

Recurring Entries List Screen

Select **Recurring Entries List** from the Master File Lists menu. The function screen appears.

Inquiry

1. Enter the range of recurring entry numbers you want to include in the list.

Inquiry

2. Enter the range of vendors whose information you want to include in the list.

3. Enter the range of run codes associated with the recurring entries you want to include in the list.

4. Enter the range of cutoff dates of the recurring entries you want to include in the list.

5. Select the order in which you want to print the list.

6. Select the output device.

A sample Recurring Entries List is at the end of this section.

After the list is produced, the Master File Lists menu appears.

Recurring Entries List

08/07/2001 3:19 PM — Builders Supply — Page 1

Recurring Entries List
By Recurring Number

Run Code	Recurring Number	Ent No.	Vendor	Invoice Order No.	GL Account	Job Phase	Cost Code	Item Description / GL Description	Quantity	Units	Extended Cost
01	01	001	JON001	15655	105000			BUILDING RENT RENT	1.00	EA	1000.00

	Starting Bal./ Remaining Bal.	Start Date/ Cutoff Date	Tot. Pmts./ Rem. Pmts.	Subtotal/ Sales Tax	Freight Miscellaneous	Total
TOT JON001 1099 15655	12000.00 .00	12/31/1992 12/31/2001	72 60	1000.00 .00	.00 .00	1000.00

Run Code	Recurring Number	Ent No.	Vendor	Invoice Order No.	GL Account	Job Phase	Cost Code	Item Description / GL Description	Quantity	Units	Extended Cost
01	10	001	HEN001	122 155888	534001			ELECTRIC EXPENSE	1.00	EA	500.00

	Starting Bal./ Remaining Bal.	Start Date/ Cutoff Date	Tot. Pmts./ Rem. Pmts.	Subtotal/ Sales Tax	Freight Miscellaneous	Total
TOT HEN001 122 155888	.00 .00	02/01/1994 12/30/2000		500.00 .00	.00 .00	500.00

Run Code	Recurring Number	Ent No.	Vendor	Invoice Order No.	GL Account	Job Phase	Cost Code	Item Description / GL Description	Quantity	Units	Extended Cost
01	11	001	ATT001	878 32135	533001			TELEPHONE EXPENSE	1.00	EA	200.00

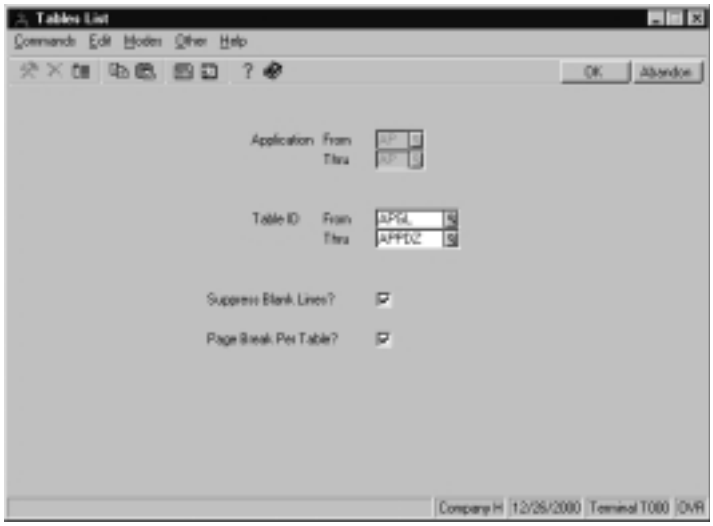
	Starting Bal./ Remaining Bal.	Start Date/ Cutoff Date	Tot. Pmts./ Rem. Pmts.	Subtotal/ Sales Tax	Freight Miscellaneous	Total
TOT ATT001 878 32135	.00 .00	02/01/1994 12/31/1997		200.00 .00	.00 .00	200.00

Tables List

Produce the Tables List to get information from a particular Accounts Payable table. This function is valuable if you plan to change a table and want a hard copy.

Tables List Screen

Select **Tables List** from the Master File Lists menu. The function screen appears.



AP is displayed as the application ID. You cannot change it.

Inquiry

1. Enter the range of table IDs whose information you want to include in the list.
2. Most tables do not hold information in all lines. If you want the list to include blank lines, check the box (or enter **Y** in text mode); if not, uncheck the box (or enter **N** in text mode).
3. If you want a page break between each table, check the box (or enter **Y** in text mode); if not, uncheck the box (or enter **N** in text mode).

A sample Tables List is at the end of this section.

After the list is produced, the Master File Lists menu appears.

Tables List

```
04/14/2001                    Builders Supply                    Page    1
4:57 PM                         Tables List
                              Accounts Payable

  Table ID APGL       Description General Ledger Accounts
  No. of Columns   2  Column Length   12    Type  A

 DESCRIPTION  GL ACCOUNT
 ------------ ------------
 Discounts    804000
 Cash         100000



04/14/2000                    Builders Supply                    Page    2
4:57 PM                         Tables List
                              Accounts Payable

  Table ID APPDH      Description Fiscal Year/Period Table
  No. of Columns   3  Column Length   12    Type  N

 PERIOD       FISCAL YEAR  PERIODS/YEAR
 ------------ ------------ ------------
        12.00      2000.00        12.00
          .00          .00          .00
          .00          .00          .00
          .00          .00          .00
          .00          .00          .00
          .00          .00          .00
          .00          .00          .00
          .00          .00          .00
          .00          .00          .00
          .00          .00          .00
          .00          .00          .00
          .00          .00          .00
          .00          .00          .00
          .00          .00          .00
          .00          .00          .00


End of Report
```

System Messages A

Messages on the screen or in a report indicate an error or tell you how to enter data or what is happening in the function you are using. Self-explanatory messages are not listed.

Access denied.

Your access code is not set up to access this function.

Access for File Maintenance denied.

Your access code is not set up to use the **Maintenance** (**F6**) command in this field. You must be set up to access the File Maintenance function associated with this field.

Account (#) is a memo account.

You cannot use a memo account as the expense account for a line item.

Amount paid cannot exceed total.

You cannot enter a prepayment amount that is greater than the invoice total.

An error occurred while converting files. Conversion aborted.
An error occurred while creating files. File creation aborted.

If an error occurs during data file creation or conversion, a message that describes the problem appears. Then this message appears on the RM Data File Conversion/ Creation screen to inform you that the process has been aborted. Correct the problem described in the first message and try again.

At least one history selection must be YES.

You must include at least one type of history in the Vendor Analysis Report.

A valid GL account is required.

Because Accounts Payable is interfaced with General Ledger, you must enter an account number that is set up in the GLMAxxx (Master) file for the company.

A valid location ID is required.

You must enter a location ID that is set up in the INLOxxx (Locations) file for the company.

Backorder quantity cannot be greater than requested less filled.

The difference between the requested and filled quantities is the largest amount the backorder quantity can be.

Bank account ID is not on file.

The bank account ID you entered is not on file. Enter a different ID. If Accounts Payable is interfaced with Bank Reconciliation, the **Inquiry** (**F2**) command is available.

Basic Error = *nn* Host Error = *xxx* Line = *nnnn* Program = *xxxxxx*
Basic Error = *nn* Line = *nnnn* Program = *xxxxxx*

A serious error has occurred. Write down the information that is displayed and get help from a support technician.

Cannot change distribution code for nonzero-balance vendors.

If you still owe a vendor money or have a prepaid balance with the vendor, you cannot change the distribution code assigned to it.

Cannot define file.

The system cannot write information to the specified destination. Make sure that enough disk space is available, the path you specified exists, and the diskette or disk is formatted and is not write-protected or corrupt. If you still cannot write the file, get help from a support technician.

Cannot delete last line of transaction.

A transaction must have at least one item. You cannot delete the line item because it is the only one for the transaction. You can go to the header screen and delete the entire transaction.

Cannot delete vendor with *(items)*.

If a vendor has open invoices, open orders, or transactions on file, you cannot delete the vendor's record.

Cannot purchase service items.

You can purchase inventory items only.

Cannot set up recurring entries for temporary vendors.

Because temporary vendors are meant to be used only once, you cannot set up recurring entries for them. Enter the vendor in the Vendors function (see page 11-3), and then enter recurring entries for the vendor.

Cannot split - maximum of 999,999 sequences.

You cannot split a payment more than 999,999 ways.

Changing location ID will clear all values.

The values are based on the line item from the location. If you clear the location ID, all the values get cleared.

Checks already on file. Do you want to start over?

You prepared some checks but did not complete some pay invoices steps. To erase the checks on file and reprepare, select **Yes** (or enter **Y** in text mode). To exit from the Prepare Checks function and complete the remaining pay invoices steps for the checks, select **No** (or enter **N** in text mode).

Costs must be positive.

You must enter positive numbers for costs.

Cutoff date cannot precede starting date.

The cutoff date you enter must be later than the starting date.

***(app)* data files exist. Do you want this task to erase them?**

To continue with the conversion and erase the existing files, select **Yes** (or enter **Y** in text mode). To create only the new or missing files (if any), select **No** (or enter **N** in text mode).

Date must be before *(date)*.

The date you enter must be before the date that is displayed.

Dates must be in increasing order.

You must enter dates in chronological order for the Aged Trial Balance and the Cash Flow Report.

Days cannot be negative.

You cannot enter a negative number for terms days.

Days must be greater than zero.

The number of past-due days must be greater than zero for each aging bucket (break) in the Aged Trial Balance.

Detail history is not implemented.

You cannot produce the Detail History, Payment History, or Vendor Activity Reports or use the Detail History function because you elected not to keep detail history in the Resource Manager Options and Interfaces function.

Discount cannot exceed total less amount filled.

The difference between the total and filled amounts is the largest amount the discount can be.

Diskette contains file(s), directories, or volume label.

The diskette you want to use for 1099 magnetic media files has some files or directories on it, or it contains a label. Use a blank, formatted diskette. (See page 9-3 for instructions and information on acceptable formats.)

Disk full; cannot define file.

The diskette you are using for magnetic media 1099 forms is full. Put a formatted, empty diskette in the disk drive and try again.

Due date cannot be before invoice date.

The payment due date must be on or later than the invoice date.

Due dates have been adjusted.

If you change the invoice date or terms code of an existing transaction, the payment due dates for the order are adjusted accordingly.

End of Vendor file.

You have reached the end of the APVExxx (Vendor) file; the file does not have any more records.

Enter a run code between 1 and 99.

The mask for this field is N2, and the value must be greater than zero.

Extended cost is too large.

The extended amount of the line item is too large to fit in the space provided. Check the quantity and unit cost you entered. If they are correct, you must enter the line item as two line items to accommodate the total.

Field size is too large.

The amount of the invoice is too large to fit in the space provided. Check the amounts you entered in the Tax, Freight, and Misc fields. If they are correct, you must enter the invoice as two invoices to accommodate the total.

File unavailable *(filename)*.

This message appears for one of three reasons:

- The function you are trying to access needs one or more files that are locked by another user on your system. When a file is locked, other users cannot access it during posts and other functions that need to keep the file intact.

- The function you are trying to access needs one or more files that are not on your system. Use the Options and Interfaces function on the Resource Manager Company Setup menu to verify that the correct interfaces have been selected. If that does not correct the problem, get help from a support technician.

- You are working with the wrong company. Return to the menu; then use the **Change Company** (**F3**) command to enter the ID you want.

In any case press **Enter** to get back to the menu, correct the problem, and select the function again.

GL account *(#)* is not in Master file.

The account number you entered is not in the GLMAxxx (Master) file. Enter the correct account number; the **Inquiry** (**F2**) command is available.

Invalid date - mm/dd/yyyy.
Invalid date - dd/mm/yyyy.

The date you entered is invalid, or the format you used is incorrect (for example, American format in a European-format system). This message is usually accompanied by one of two explanatory messages:

Month out of range (1 to 12)

or

Day out of range (1 to *nn*)

If you entered an invalid date, press **Enter** and enter a valid one. You can enter dates in either format: 010194 or 01011994.

Invalid entry.

The information is not valid in the field where you entered it. Check the data and enter it again. Consult the user's manual or use the **Help** (**F1**) command for information.

Invalid number of periods in APPDxxx table.

The valid number of periods you can enter in the APPDxxx table are 1, 4, 12, and 13.

Invalid period conversion table.

The CNVTxxx table for the company is invalid. A common reason is that you did not update the table with the corresponding data for the next period. Use the Tables function (see page 11-25) to make adjustments.

Invalid year.

The fiscal year you entered is invalid.

Item is discontinued.

You cannot enter a transaction with a discontinued item. Someone may have removed the item record. Press **Enter** to remove the message. Then make sure that you have the correct item.

Item *(#)* not found in location *(#)*.

The number of the item that you entered is not in the location shown in this message.

Job *(#)* not found.
Job *(ID)* is not on file.

The job number you entered is not on file in the Job Cost system. Check your records. Then enter a job number that the Job Cost system recognizes, or add the job number to Job Cost.

Location *(ID)* is not on file.
Location *(ID)* not found.

The location you entered is not on file. Enter a location ID that is on file, or add the location ID to the INLOxxx (Locations) file.

Maximum number of lines is 998.
Maximum number of lines reached. Cannot insert.

You cannot insert a line item if the transaction already has 998 line items.

Must be *(within range)*.

You must enter a value within the range specified in this message.

Must build *(table ID)* first.

You must build the table shown in this message before you can use the function.

Must enter *(1-n)*.

You must enter a value within the range specified in this message.

Must enter *(value)*.

You must enter the kind of value specified in this message.

NAMES table missing for company (ID). Using default expense types.

Because you have not set up the NAMESxxx table in Job Cost for the company, the system will use the default expense types instead.

Net due days cannot be less than discount days.

The number of net due days must be greater than or equal to the number of discount days.

No check records on file for *(vendor ID)*.

The vendor's record does not have any check records on file. You cannot select payables for it.

No checks on file.

After posting payments, use the Prepare Checks function (see page 10-9) to create the checks on file. Then print the checks (see page 10-17).

No checks to print.

Only prepaid invoices were on file for the due date and vendors you selected when you prepared checks.

No date selects all invoices on file.

When you do not enter a date, the system selects all the invoices the vendor has on file.

No history for vendor *(ID)*.

This vendor does not have any history records on file, possibly because they were deleted, the vendor is new, or you elected not to keep summary history in the Resource Manager Options and Interfaces function.

No history records exist.

No history records are on file. Exit from the function.

No invoice records on file for *(ID)*.
No invoices on file for *(ID)*.

No invoice records for the vendor are on file. Make sure that you entered the correct vendor ID. If it is correct, post the transactions (after you print the appropriate journals and back up the system) and try again. If this message still appears, reenter the transaction, post it, and try again.

No prepaid checks for vendor *(ID)*.

No prepaid checks for the vendor are on file.

No records in intermediate file.

The intermediate file used to prepare magnetic media for 1099 forms does not have any records. Exit from the 1099 Forms function.

No records in specified date range.

No records are available for the date range you entered. Enter a different range of dates.

No summary history for this period.

The period you selected has no summary history.

Output file already exists. Do you want to start over?

Accounts Payable already has a work file used to create magnetic media. To delete this file and continue, select **Yes** (or enter **Y** in text mode). To work with the current file, select **No** (or enter **N** in text mode).

Over maximum of 999 sequences for this date and reference ID.

A particular date and reference ID can hold only 999 comments.

Payment date must be equal to or greater than the invoice date.

The prepayment date is earlier than the invoice date. Enter a different date.

Payment of *n* is not allowed.

The amount of the calculated payment is too large for the field size. Make sure that the values you entered in the Tax, Freight, and Misc fields are correct. If they are not, enter the correct values. If they are, you may want to split the payment into two or more payments.

Percentage cannot be negative.

You cannot enter a negative terms code percentage.

Phase *(ID)* is not on file.

The phase ID is not set up for the job. Enter a different phase ID; the **Inquiry** (**F2**) command is available.

Printer busy.

The printer you are trying to use is being used by another program. Press **Enter** to continue with your entry, and try again later.

Purchase history is not implemented.

You cannot produce the Detail History, Payments History, or Vendor Activity Reports or use the Detail History function because you elected not to keep detail history in the Resource Manager Options and Interfaces function.

Quantity cannot be less than zero.

You cannot enter a negative value for the quantity.

Quantity must be greater than zero.

You must enter a quantity that is greater than zero.

Quantity on hand = *(n).*

The quantity in inventory with the status *on hand* is displayed.

Remaining balance cannot be greater than starting balance.

A recurring entry's remaining balance is the starting balance minus an amount. Therefore, the recurring entry's balance cannot be greater than its starting balance.

Remaining payments cannot be greater than total payments.

A recurring entry's remaining number of payments is the starting number of payments minus the payments that were made. Therefore, the number of remaining payments cannot be greater than the number of total payments.

Summary history is not available for all comparisons.

Summary history is not available for all the comparisons in the report. In each column of the report where summary history is unavailable or insufficient, *.00** is printed.

Summary history is not available for this period.

The reporting period you specified does not have summary history. You cannot print the report for this period.

Summary history is not selected in the options table.

You cannot produce the AP Analysis, Purchase Analysis, or Vendor Purchase History Reports or use the Summary History function because you elected not to keep summary history in the Resource Manager Options and Interfaces function.

Terms code *(code)* not on file.

The terms code you entered is not on file.

There is no *(data).*

The kind of data indicated is not on file.

This invoice number has already been used.

The invoice number has already been assigned to a transaction. Accept it as a duplicate invoice number, or enter a different invoice number.

Thru value cannot be less than From value.

The value you entered at Thru is smaller than the value you entered at From. Press **Enter**; then enter the correct value at Thru.

Transaction is in process on terminal *(ID).*

Someone else is processing the transaction that you are trying to access. Press **Enter** and try again.

Transaction is not on file.

The number you entered is not associated with a transaction that is on file. Enter a different transaction number; the **Inquiry** (**F2**) command is available.

Unit cost is too large.

The unit cost of the line item is too large to fit in the space provided. See the *Job Cost User's Guide* for information about how to reduce a job's cost.

Valid entries are *(range)*.
Valid units are: *n*.

Enter one of the valid selections shown in this message.

Value entered cannot equal previous field.

The value you enter cannot be equal to the value in the previous field.

Value must be at least *(amount)*.

You must enter a value greater than or equal to the amount specified in this message.

Vendor *(ID)* is missing.
Vendor *(ID)* is missing from the Vendor file.

The vendor ID associated with the record has been deleted. You can add the vendor ID to the APVExxx (Vendor) file if necessary.

Vendor *(ID)* is not on file.

The vendor you entered does not have a record in the APVExxx file. Enter a different vendor ID; the **Inquiry** (**F2**) command is available.

Vendor *(ID)* is on hold.

You cannot pay invoices for a vendor whose status is *on hold*.

Vendor *(ID)* record in use.

The vendor record is being accessed by another user. Try to access the record again later.

Warning: *(job or phase)* has a finish date.

The Job Cost job or phase that the item is to be applied to has a finish date. Make sure that you do not apply costs to the job or phase after that date.

Warning: Summary history is not available for all comparisons.

Summary history is not available for all the comparisons in the report. In each column of the report where summary history is unavailable or insufficient, *.00** is printed.

Warning: 1099 amounts exist for this vendor.

This message appears for one of two reasons:

- You are preparing checks and you entered a 1099 payment for a vendor that does not receive a 1099-MISC form (see page 9-3). If you do not want the 1099 payments to be updated in the vendor's record, use the Hold/Release Invoices function (see page 10-5) to deselect the 1099 flag for the invoice.

- You cannot produce the AP Analysis, Purchase Analysis, or Vendor Purchase History Reports or use the Summary History function because you elected not to keep summary history in the Resource Manager Options and Interfaces function.

You cannot enter comments for a blank vendor ID.

You must enter a vendor ID before you can enter a comment.

You have unposted *(information)*; you must post them before conversion.

If you have unposted transactions or checks when you convert, you must post them. The function automatically posts the information; you can either proceed with the conversion and post, or exit from the function and stop the conversion.

You must enter *(information)*.

You must enter the kind of information indicated in this message.

Your hard disk is full - unable to finish copying.

The system cannot finish converting your files because your hard disk is full. Delete unnecessary files, optimize your hard disk, or take other measures to make space. Then restore the backup you made before converting the files, and try again.

Common Questions B

These commonly asked questions about the Accounts Payable system are divided into the following categories: Daily Work and Pay Invoices.

Daily Work

What is a temporary vendor and how do I work with one?

A temporary vendor is one you do business with only once (or not frequently enough to justify an entry in the APVExxx file).

To assign purchase information to this kind of vendor without entering the vendor in File Maintenance, enter **TEMP** in the Vendor ID field on the invoice. Then assign a name and an address to the vendor. The system assigns an ID, consisting of a "+" sign and a five-digit number. This number is included in the Purchases Journal. You can use the Purge Selected Files function to clear out temporary vendors with zero balances.

If I make an error on a line item when I enter a purchase or material requisition, how can I correct it without reentering the whole invoice?

You have three options:

- If you have not saved the line item, use the **Abandon** (**F5**) command to return to the beginning of the line item.
- If you have saved the line item but have not posted the transaction, go to the line-item scroll region, move the prompt (>) to the line item, and use the **Delete** (**F3**) command to delete it. Then enter the correct information. To edit the line item, use the **Edit** command in the Transactions (see page 5-3) and Enter Material Requisitions (see page 6-3) functions.
- If you posted the transaction, enter a miscellaneous debit to reverse the item.

Can I reverse purchases that were posted without account numbers?

Yes. Enter miscellaneous debits to reverse the purchases. However, if you posted purchases without account numbers, the APGLxxx table is probably not set up correctly, which could lead to a problem later. Check the table to make sure that you are entering valid account numbers. Then reenter the purchases with the correct account numbers.

Can I enter a prepayment?

Yes. If you entered the purchase but did not post it, use the Purchases option in the Transactions function (see page 5-3) to record the purchase. Enter the header information and assign the line items. When you get to the Amt Paid field in the Totals/Payments window, enter the amount you paid and the check number.

If you posted the purchase, use the Hold/Release Invoices function (see page 10-5) to change its status to *prepaid*.

I entered a prepayment but it was not posted to the cash account in General Ledger. Why?

The cash account is affected only when you prepare checks and post payments.

I was in the middle of posting and had computer problems. Can I recover?

Yes. If you backed up your data files before posting, restore the backup and start the post over.

The Post Transactions function has a restart feature. If you did not back up before posting, start the post over. Each posted transaction is flagged as posted, so if a transaction or batch of transactions was completely posted, it will not be processed again. If the system was in the middle of posting a transaction or a batch of transactions, it processes the transaction(s) again.

Then print the Open Invoice Report, the Detail History Report, and the appropriate reports from interfaced applications. Make adjustments for the double-posted entry, if any. (Only one transaction line or total can be double-posted.)

How is the Take Discounts Due field on the Open Invoice Report screen used?

Discounts are taken for invoices that are due on or after the date you enter in this field; the earlier the date, the more invoices have discounts taken.

When I print the Open Invoice Report, I cannot find any discounts. Why?

Check the date you entered in the Take Discounts Due field. Discounts are taken for invoices that are due on or after the date you entered; the later the date, the less discount information appears.

How do I enter installment payments for an invoice after it has been posted to the APINxxx (Open Invoice) file?

Use the Hold/Release Invoices function (see page 10-5) to split one payment into several. You need to know the vendor ID and the invoice number.

The system assigns a sequence number to each installment. You can use the Vendors and Invoices function (see page 4-3) to find out how many installments have already been made.

When are paid invoices cleared from the APINxxx (Open Invoice) file?

You can clear paid invoices by posting payments. Posting also updates vendor balances. If Accounts Payable is interfaced with General Ledger, payments are posted to the GLJRxxx (Journal) file automatically. If Accounts Payable is interfaced with Bank Reconciliation, summary disbursement entries are created in the BRTRxxx (Bank Reconciliation Transactions) file.

Pay Invoices

How do I use the Take Discounts Due date field in the Prepare Checks function?

The discount amount on an invoice is deducted from the total on the check that is prepared if the invoice is due on or after the date you enter.

I entered the wrong information when I prepared checks. How can I correct the checks in the APCHxxx (Checks) file?

Run the Prepare Checks function again. The following prompt appears: **Checks already on file**. **Do you want to start over?** Select **Yes** (or enter **Y** in text mode) to prepare the checks again.

How do alignment and restart work for printing checks?

An X is printed in the alignment box on the first form, and you are asked whether the forms are aligned. If you select **No** (or enter **N** in text mode), the process is repeated.

Use the restart feature to resume printing checks if the checks were not printed correctly or if the printer malfunctions. The Last Good Check Number field corresponds to the last form that was printed correctly. When the system starts printing again, it uses the next number. This number corresponds to the number of the check in the printer.

How can I prepare a check for just one invoice?

Use the Vendors and Invoices inquiry function (see page 4-3) to find out how many invoices the vendor has. If the vendor has more than one invoice, use the Hold/Release Invoices function (see page 10-5) to put the invoices you do not want to pay on hold. Then, when you prepare checks, enter the ID of the vendor whose invoice you want to pay.

Your other alternative is to issue a manual check for the invoice.

How do I record a manual check?

If you have posted the invoice, use the Hold/Release Invoices function (see page 10-5) to assign it the status of *prepaid*. When you prepare checks, the appropriate accounts are adjusted.

If you did not enter the purchase, enter it as prepaid. When you go to the Totals/Payments window, enter the amount of the check and the check number in the Amt Paid field.

If I specify installment payments when I enter a purchase, will they be paid automatically?

If you follow the right procedures, yes. When you prepare checks, specify a due date. Check records are set up in the APCHxxx (Checks) file for invoices that are due on or before this date. As long as you regularly prepare checks, your installments will be paid.

Index

Numerics

1099 Forms
- control code, 9-9
- field indicators, 9-4
- function, 9-3
- intermediate records, 9-11
- magnetic media
  - for UNIX/Linux systems, 9-13
  - for Windows systems, 9-12
- Magnetic Media option, 9-7
- Output 1099 Forms to Magnetic Media screen, 9-11
- setting up, 3-16

1099 payments
- posting to year to date, 10-27, 10-33
- transferring at end of calendar year, 9-17

A

Abandon
- function key, 1-37, 1-52
- pull-down menu command, 1-37
- verification button, 1-36

About OSAS
- pull-down menu command, 1-40

Access Code
- function key, 1-28, 1-50
- tool button, 1-30

access code
- entering in graphical menus, 1-30
- entering in text menus, 1-50

access codes
- company-specific information, 3-20
- parameter, 1-23
- setting up, 3-19
- what to protect, 3-20

Accounts Payable
- before you install, 2-3
- converting to version 6.1, 2-7
- files, 1-7
- installation, 2-3
- installing new version before converting, 2-5
- interfaces, 1-19
  - Bank Reconciliation, 1-16, 3-8
  - General Ledger, 1-16, 3-7
  - Inventory, 3-8
  - Job Cost, 3-8
- menu structure, 1-5
- Options screen, 3-9
- setting up, 3-3
- setup considerations, 2-5
- system requirements, 2-3

Add/Remove Favorites
- function key, 1-29, 1-51

Additional Descriptions
- file, 1-9
- specifying whether to copy to line items, 3-10
- specifying whether to keep history, 3-10
- specifying whether to use, 3-10

Additional Descriptions History file, 1-10

Aged Trial Balance
- aging breaks, 7-8
- aging buckets, 7-8
- function, 7-7

aging
- breaks, 7-8
- buckets, 7-8

Alias Inventory Lookup
- function key, 1-42, 1-56, 1-57
- pull-down menu command, 1-42

alphabetical sorting, 3-4

AP Analysis Report
- function, 8-3

summary history required, 8-3
APBTxxx file, 1-8
APCHxxx file, 1-9
APCMxxx file, 1-9
APDCxxx file, 1-7
APDExxx file, 1-9
APGLxxx table
description, 11-27
screen, 11-27
APHDxxx file, 1-10
APHIxxx file, 1-10
APHSxxx file, 1-9, 1-10
APINxxx file, 1-9
APIXxxx file, 1-9
APLSxxx file, 1-8
APMDxxx file, 1-9
APMHxxx file, 1-9
APPDxxx table
description, 11-28
screen, 11-28
setting up, 3-13, 9-15
Application Information
function key, 1-29, 1-51
tool button, 1-33
Application Setup
function key, 1-29, 1-50
Application setup, 1-34
APRDxxx file, 1-8
APRHxxx file, 1-8
APRLxxx file, 1-8
APTCxxx file, 1-8
APTDxxx file, 1-9
APTHxxx file, 1-9
APVCxxx file, 1-7
APVExxx file
description, 1-7
setting up, 3-14
comments, 3-16
general information, 3-15
historical information, 3-16
vendor codes, 3-15

B

Backorder Allocation Report
balance available, 6-20
function, 6-19
order of filling, 6-20
sample, 6-21
backorders
arrangement in Backorder Allocation Report, 6-20
balance available, 6-20
filling, 6-3, 6-20
quantity, 6-8
backup schedule
for data files, 3-21
for programs, 3-21
setting up, 3-20
Bank Reconciliation
effect of voiding checks, 10-31
effects of posting checks, 10-25
interface with Accounts Payable, 1-16, 3-8
base applications
defined, 1-3
base unit
Detail History Report, 8-16
Batch file, 1-8
bell
turning on or off, 1-51, 1-53
Bell mode
function key, 1-53
pull-down menu command, 1-38

C

Calculator
tool button, 1-31, 1-36
Cash Flow Report
function, 7-5
Change Company
function key, 1-50
Change Fields
function, 11-39
sample log, 11-43
screen, 11-39
Change Menu Style
function key, 1-29, 1-51
Change Open Invoice Status
function, 10-3
change to/from Favorites
tool button, 1-32, 1-34
change to/from Favorites Menu

function key, 1-28, 1-50
changing companies
graphical menus, 1-34
text menu, 1-50
check history
option to keep, 3-11
Check History Report
check history required, 8-11
function, 8-11
Check Register
printing before posting, 10-26
Checks
aligning forms, B-4
before printing, 10-15
correcting prepared checks, B-4
dropping from preparation, 10-14
erasing prepared checks on file, 10-10
file, 1-9
leaving out prepared checks, 10-9
log, 10-18
manual, B-4
posting, 10-25
preparing, 10-9
preparing for one invoice, B-4
printing
blank stubs, 3-11
company name, 3-11
laser forms, 3-11
online, 3-10
preprinted stubs, 3-11
selecting to print, 10-13
voiding, 10-31
click
defined, 1-21
Codes
setting up, 3-3
sorting, 3-3
Command Help, 1-50
closing window, 1-50
pull-down menu command, 1-40
Command help, 1-52
closing window, 1-52
commands
graphical functions, 1-35
graphical menus, 1-28
in-field editing, 1-44, 1-54
OK, 1-23
Proceed, 1-23
report, 1-57
scroll region, 1-58
comments
entering, 3-16
companies
changing, 1-34, 1-50
company
assigning access codes, 3-20
tables for, 3-12
company name
printing on checks, 3-11
company parameter, 1-23
control code
magnetic media, 9-9
conventions
report, 1-59
user's manual, 1-21
conversion
from 4.5x to 6.1, 2-6
from 5.0x to 5.21, 2-6
setup considerations, 2-5
tax information, 2-5
converting to OSAS version 6.1, 2-7
Copy
function key, 1-38, 1-44, 1-55
pull-down menu command, 1-38
tool button, 1-36
Copy Recurring Entries
before copying, 5-17, 12-13
copying batches, 5-17
function, 5-17
Ctrl-F function key, 1-53
Ctrl-G function key, 1-53
text menu, 1-51
Ctrl-J function key, 1-37
Ctrl-O function key, 1-53
Ctrl-V function key, 1-53
Ctrl-Z function key, 1-38, 1-44
cursor
moving down or forward one field, 1-37, 1-53
moving up or back one field, 1-37, 1-53
selecting item, 1-46, 1-56
Cursor end
function key, 1-44, 1-54

Cursor home
function key, 1-44, 1-54
Cursor left
function key, 1-44, 1-54
Cursor right
function key, 1-44, 1-54
Customer/Vendor Inventory Lookup
function key, 1-42, 1-56
pull-down menu command, 1-42

D

D1099xxx table
description, 11-30
screen, 11-30
Daily Sales Tax Report
function, 5-27
sample, 5-28
Daily Work
menu structure, 1-6
data dictionaries, 2-3
Data File Conversion
function, 2-5, 2-7
Data File Creation
function, 2-3
data files
backing up, 3-21
debit memos
viewing history, 4-11
Defaults tables
description, 11-34
Del function key, 1-44, 1-54
Delete
function key, 1-37, 1-52
history, 9-21
pull-down menu command, 1-37
recurring entries, 9-21, 11-19
tool button, 1-36
delete
information on a screen, 1-37, 1-52
line item, 1-41, 1-58
Delete character
function key, 1-44, 1-54
Delete Line command
function key, 1-41, 1-58
pull-down menu command, 1-41
Delete to End of Line
function key, 1-55
Depreciation Tables List
list, 11-43
Description Inventory Lookup
function key, 1-42, 1-57
pull-down menu command, 1-42
deselect
defined, 1-22
Detail History
deleting, 9-21
file, 1-10
function, 4-11
screen, 4-12
Detail History Report
base unit, 8-16
detail history required, 8-15
function, 8-15
Detail Inventory Lookup
function key, 1-42
detail method
initial balances, 3-19
DFxxxx table
description, 11-34
screen, 11-35
discounts
Open Invoice Report, B-3
DISCxxx table
description, 11-29
screen, 11-29
Distribution Codes
definition, 11-7, 11-23
file, 1-7
function, 11-23
use of, 3-15
DMxxxx table
description, 11-34
double-click
defined, 1-21
Down Arrow
inquiry command, 1-46, 1-56
report command, 1-57
scroll region command, 1-41, 1-58
Down Arrow function key
text menu, 1-51
Down-arrow function key, 1-53

duplicate numbers, 3-11

E

edit line item, 1-58
Edit Register
    function, 10-15
    sample, 10-16
EIS
    defined, 1-3
End
    inquiry command, 1-46, 1-56
    report command, 1-57
    scroll region command, 1-41, 1-58
End function key, 1-54
Enter
    inquiry command, 1-46, 1-56
    scroll region command, 1-58
Enter key, 1-53
    text menu, 1-51
Enter Material Requisitions
    function, 6-3
    Header Information screen, 6-4
    online requisitions, 6-10
    screen, 6-9
Esc
    Command help, 1-50, 1-52
    inquiry command, 1-56
Executive Information Summary
    defined, 1-3
Exit
    function key, 1-37, 1-52
    pull-down menu command, 1-37
exit
    from inquiry window, 1-46, 1-56
    from report to menu, 1-57
    from screen or window, 1-37, 1-50, 1-52
Exit from OSAS
    function key, 1-29, 1-50

F

F1 function key, 1-28, 1-40, 1-50, 1-52
    graphical menus, 1-28
    text menu, 1-50
F10 function key, 1-55
    graphical menus, 1-29
    text menu, 1-51
F1099 table
    description, 11-31
    setting up, 3-13
F2 function key, 1-37, 1-52
    graphical menus, 1-28
    text menu, 1-50
F3
    function key, 1-36
    scroll region command, 1-41, 1-58
F3 function key, 1-37, 1-52
    text menu, 1-50
F4 function key, 1-52
    graphical menus, 1-28
    text menu, 1-50
F5 function key, 1-37, 1-52
    graphical menus, 1-28
    text menu, 1-50
F6
    function key, 1-36
F6 function key, 1-37, 1-52
    graphical menus, 1-28
    text menu, 1-50
F7
    inquiry command, 1-46, 1-56
    report command, 1-57
F7 function key, 1-37, 1-52
    graphical menus, 1-29
    text menu, 1-50
F8 function key, 1-52
F9 function key, 1-54
    graphical menus, 1-29
    text menu, 1-50
Favorites Menu, 1-24
    adding items to, 1-34
    benefits of, 1-24
    changing to/from, 1-34
    graphical sample, 1-24
    Start-style sample, 1-35
    text sample, 1-49
Favorites Menus
    removing items from, 1-34
Field Down
    function key, 1-37, 1-53
    pull-down menu command, 1-37
field indicator

1099 Forms, 9-4
Field Up
function key, 1-37, 1-53
pull-down menu command, 1-37
File Maintenance
menu structure, 1-5
files
Accounts Payable, 1-7
backing up, 3-21
First Line command
function key, 1-41, 1-58
pull-down menu command, 1-41
scroll button, 1-43
foreign
definition, 9-8
FORMxxx table
description, 11-32
screen, 11-32
Function Help
function key, 1-50
Function help, 1-34
function keys
Ctrl + G, 1-51
Ctrl-F, 1-53
Ctrl-G, 1-53
Ctrl-J, 1-37
Ctrl-O, 1-53
Ctrl-V, 1-53
Ctrl-Z, 1-38, 1-44
Del, 1-44, 1-54
Down Arrow, 1-37
End, 1-44, 1-54
Esc, 1-50, 1-52
F1, 1-40, 1-52
F10, 1-38, 1-55
F2, 1-37, 1-43, 1-52
F3, 1-37, 1-52
F4, 1-52
F5, 1-37, 1-52
F6, 1-37, 1-52
F7, 1-37, 1-52
F8, 1-52
F9, 1-54
graphical menus, 1-28
Home, 1-44, 1-54
Ins, 1-44, 1-54
Left, 1-44, 1-54
PgDn, 1-37, 1-53
PgUp, 1-37, 1-51, 1-53
Right, 1-44, 1-54
Shift-F1, 1-40, 1-52
Shift-F10, 1-44, 1-55
Shift-F2, 1-52
Shift-F3, 1-42, 1-56
Shift-F4, 1-42, 1-56
Shift-F5, 1-42, 1-57
Shift-F6, 1-42, 1-57
Shift-F7, 1-42, 1-57
Shift-F8, 1-42, 1-57
Shift-F9, 1-38, 1-44, 1-55
Tab, 1-51, 1-53
Up Arrow, 1-37, 1-53

G

General Information screen, 11-4
General Ledger
effects of posting checks, 10-25
effects of posting material requisitions, 6-23
effects of posting transactions, 5-34
effects of voiding checks, 10-31
interface with Accounts Payable, 1-16, 3-7
GL accounts
overriding, 3-16
Global Inquiry
defined, 1-3
graphical menu
exiting from, 1-26
features of, 1-25
keyboard commands, 1-28
right-click menu, 1-28
sample screen, 1-26
graphical menus
right-click menu, 1-34
graphical mode
defined, 1-4
Group Code file, 1-8

H

Header Information screen
Enter Material Requisitions, 6-4
Help, 1-34

function key, 1-40, 1-52
pull-down menu command, 1-40
tool button, 1-33, 1-36
help commands
F3, 1-54
F6, 1-43, 1-54
F7, 1-43, 1-54
History Information
keeping for line items, 3-10
keeping for totals, 3-11
History Reports
menu structure, 1-6
Hold/Release Invoices
changing invoice status, 10-6
function, 10-5
prepaying, 10-7
splitting payments, 10-7
Home
inquiry command, 1-45, 1-56
report command, 1-57
scroll region command, 1-41, 1-58
Home function key, 1-44, 1-54

I

IDs
sorting, 3-3
Information
function key, 1-52
Information Inquiry
menu structure, 1-5
Information menu
accessing, 1-52
initial balances
detail method, 3-19
setting up, 3-18, 5-3
summary method, 3-18
Inquiry
function key, 1-37, 1-43, 1-52
graphical, 1-43
partial-key, 1-55
pull-down menu command, 1-37
inquiry commands
Down Arrow, 1-46, 1-56
End, 1-46, 1-56
Enter, 1-46, 1-56
Esc, 1-56
F7, 1-46, 1-56
Home, 1-45, 1-56
Ins, 1-46, 1-56
PgDn, 1-46, 1-56
PgUp, 1-45, 1-56
Up Arrow, 1-46, 1-56
Ins
inquiry command, 1-46, 1-56
scroll region command, 1-41, 1-58
Ins function key, 1-44, 1-54
Insert Line command
function key, 1-41, 1-58
pull-down menu command, 1-41
Insert line item, 1-41, 1-58
Insert mode
function key, 1-44, 1-54
Install Applications
function, 2-3, 2-5
installing Accounts Payable, 2-3
and Purchase Order, 2-4
installment payments
automatic, B-5
posted invoice, B-3
interfaces with Accounts Payable, 1-19
Bank Reconciliation, 3-8
General Ledger, 3-7
Inventory, 3-8
Job Cost, 3-8
Inventory
effects of posting material requisitions, 6-24
interface with Accounts Payable, 3-8
Inventory Lookup
commands, 1-42, 1-56
Inventory Lookup commands, 1-42
alias lookup, 1-42
customer/vendor lookup, 1-42
description lookup, 1-42
detail lookup, 1-42
lot lookup, 1-42
serial lookup, 1-42
Shift-F3, 1-42
Shift-F4, 1-42
Shift-F5, 1-42
Shift-F6, 1-42
Shift-F7, 1-42

Shift-F8, 1-42
Inventory lookup commands
alias lookup, 1-56
customer/vendor lookup, 1-56
description lookup, 1-57
detail lookup, 1-57
lot lookup, 1-57
serial lookup, 1-57
Shift-F3, 1-56
Shift-F4, 1-56
Shift-F5, 1-57
Shift-F6, 1-57
Shift-F7, 1-57
Shift-F8, 1-57
inventory search commands, 1-56
Shift + F6, 1-57
Invoices
aging buckets, 7-8
changing status, 10-3, 10-5, 10-6
cleared from APINxxx file, B-3
effect of voiding checks, 10-31
excluding from check preparation, 10-14
function, 4-9
hold/release, 10-5
holding, 3-15
including in check preparation, 10-14
payment not due, 10-7
preparing check for one invoice, 10-9
preparing checks for prepaid invoices, 10-10
recording released invoices, 10-9
screen, 4-9
sorting to view, 4-6
splitting payments, 10-7
viewing, 4-3
invoices
paying, 1-13

J

Job Cost
effects of posting material requisitions, 6-23
effects of posting transactions, 5-34
interface with Accounts Payable, 3-8
Jump
function key, 1-37, 1-53
pull-down menu command, 1-37
Jump command
function key, 1-41
pull-down menu command, 1-41
Jump function key, 1-51

K

Key Help
function key, 1-28

L

laser check printing, 3-11
Last Line command
function key, 1-41, 1-58
pull-down menu command, 1-41
scroll button, 1-43
Left Arrow
report command, 1-57
Left Arrow function key, 1-44, 1-54
line-item entry
Enter Material Requisitions, 6-6
Purchases, 5-7
List
function key, 1-52
to printer or file, 1-52
live data
changing to, 1-30, 1-34, 1-50
Live/Sample Data
function key, 1-28, 1-50
Lot Inventory Lookup
function key, 1-42, 1-57
pull-down menu command, 1-42

M

magnetic media
control code, 9-9
DOS diskette formats, 9-12
editing intermediate records, 9-11
header information, 9-8, 9-9
naming input file, 9-7
Output 1099 Forms to Magnetic Media screen, 9-11
output information, 9-7
UNIX/Linux systems, 9-13
Windows systems, 9-12
XENIX/UNIX diskette formats, 9-13

Maintenance
function key, 1-37, 1-52
pull-down menu command, 1-37
tool button, 1-36
Management Reports
menu structure, 1-6
manual
conventions, 1-21
Master File Lists
menu structure, 1-6
Material Requisitions
before changing or deleting, 6-4
correcting line items, B-1
files, 1-9
Header Information screen, 6-4
line-item entry, 6-6
menu structure, 1-6
online, 6-10
posting, 6-23
posting credits to inventory item accounts, 3-11
printing, 6-11
printing forms for each location, 6-12
reversing, 6-4
material requisitions
entering, 1-12
posting, 1-12
Material Requisitions Journal
function, 6-15
sample, 6-19
menu styles, 1-24
Menus
Information, 1-52
Other Command, 1-50, 1-52
menus
conventions, 1-24
Daily Work, 1-6
File Maintenance, 1-5
History Reports, 1-6
Information Inquiry, 1-5
Management Reports, 1-6
Master File Lists, 1-6
Material Requisitions, 1-6
Pay Invoices, 1-6
Recurring Entries, 11-15
structure in AP, 1-5
miscellaneous debits
before changing or deleting, 5-4
entering, 1-10
posting, 1-11, 5-34
Miscellaneous Debits Journal
function, 5-23
sample, 5-25
when to produce, 5-23
mouse commands
click, 1-21
deselect, 1-22
double-click, 1-21
right-click, 1-21
MRGLxxx table
description, 11-33
MS-DOS prompt
tool button, 1-33

N

Next Line command
function key, 1-41, 1-58
pull-down menu command, 1-41
scroll button, 1-43
Next Page command
function key, 1-41, 1-58
pull-down menu command, 1-41
scroll button, 1-43
numbers
preventing duplicates, 3-11
sorting, 3-4

O

OK (Proceed)
function key, 1-37
pull-down menu command, 1-37
verification button, 1-36
OK command, 1-23
online
checks, 3-10
material requisitions, 6-10
Online Documentation
function key, 1-40, 1-52
pull-down menu command, 1-40
tool button, 1-36
Online help
function key, 1-53

turning on or off, 1-53
Open Invoice Additional Information file, 1-9
Open Invoice file, 1-9
Open Invoice Report
function, 7-3
sample, 7-4
take discounts due, B-3
Options and Interfaces
screen, 3-9
setting up, 3-7
toggling options, 3-9
writing (saving) selections, 3-9
Options screen, 3-9
OPTxxx table, 11-25
OSAS
conventions, 1-22
running, 1-22
setup considerations, 2-5
system requirements, 1-22
OSAS graphical version
menu choices, 1-25
Other
function key, 1-52
Other Command menu
accessing, 1-50, 1-52
output device
printer, 1-60

P

parameters
access code, 1-23
command to start OSAS, 1-22
company ID, 1-23
general expression, 1-23
terminal ID, 1-23
partial-key inquiry, 1-55
Paste
function key, 1-38, 1-44, 1-55
pull-down menu command, 1-38
tool button, 1-36
Pay Invoices
menu structure, 1-6
Payment History Report
detail history required, 8-19
function, 8-19
payment priority codes
definition, 11-8
use of, 3-15, 11-8
payments
installment, B-3, B-5
posting, 1-13, 1-16, 10-25
preparing, 1-13
viewing history, 4-11, 4-15
period-end maintenance
consequences of, 9-15, 11-10
Periodic Maintenance
before beginning, 9-15
function, 9-15
results of, 1-16
screen, 9-16, 9-21
PgDn
inquiry command, 1-46, 1-56
report command, 1-57
scroll region command, 1-41, 1-58
PgDn function key, 1-37, 1-53
text menu, 1-51
PgUp
function key, 1-36
inquiry command, 1-45, 1-56
report command, 1-57
scroll region command, 1-41, 1-58
PgUp function key, 1-37, 1-53
Pop-Up Calendar
tool button, 1-33, 1-36
Post Material Requisitions
before posting, 6-24
effects on General Ledger, 6-23
effects on Inventory, 6-24
effects on Job Cost, 6-23
function, 6-23
Post Payments
before posting, 10-26
effects on Bank Reconciliation, 10-25
effects on General Ledger, 10-25
function, 10-25
log, 10-28, 10-29
results, 10-25
Post Transactions
before posting, 5-35
effects on General Ledger, 5-34
effects on Job Cost, 5-34

function, 5-33
screen, 5-36
tax refunds, 5-35
posting
before posting checks, 10-26
before posting material requisitions, 6-24
before posting transactions, 5-35
checks, 10-25
detail or summary transactions, 3-10
interrupted, B-2
material requisitions, 1-12
miscellaneous debits, 1-11, 5-34
payments, 1-16
prepayments, B-2
purchases, 1-11, 5-34
Prepare Checks
correcting, B-4
discounts, B-3
dropping invoices, 10-14
erasing prepared checks on file, 10-10
excluding invoices, 10-14
excluding prepared checks, 10-9
function, 10-9
including invoices, 10-14
one invoice, 10-9, B-4
prepaid invoices, 10-10
prepayments
entering, B-2
posting, B-2
Previous Line command
function key, 1-41, 1-58
pull-down menu command, 1-41
scroll button, 1-43
Previous Page command
function key, 1-41, 1-58
pull-down menu command, 1-41
scroll button, 1-43
Print Checks
function, 10-17
prenumbered forms, 10-18
restarting, 10-18
Print Manager
defined, 1-3
Print Material Requisitions
function, 6-11
printing forms for each location, 6-12
printing
forms
blank, 3-11
laser, 3-11
preprinted, 3-11
screen contents, 1-52
PRO/5 Command
tool button, 1-33
Proceed
function key, 1-53
Proceed (OK)
function key, 1-37
pull-down menu command, 1-37
verification button, 1-36
Proceed command, 1-23
programs
backing up, 3-21
prox terms, 11-22
pull-down menu
functions
commands, 1-37
Edit, 1-38
Help, 1-40
Information, 1-40
Inventory Lookup, 1-42
Modes, 1-38
Other, 1-39
Scroll Commands, 1-41
graphical functions, 1-37
graphical menus, 1-29
Favorites, 1-32
File, 1-30
Help, 1-33
Modes, 1-31
Other, 1-32
Tools, 1-31
Purchase Analysis Report
function, 8-7
summary history required, 8-7
Purchase Order
installing, 2-4
Purchases
before changing or deleting, 5-4
cash payment, 5-13
correcting line items, B-1
line-item entry screen, 5-7

posting, 5-34
reversing, B-2
Sales Tax Breakdown window, 5-12
temporary vendors, 5-5
totals, 5-12
viewing history, 4-11, 4-15
purchases
entering, 1-10
posting, 1-11
Purchases Journal
function, 5-19
when to produce, 5-19
Purge Selected Files
effects of, 1-18
function, 9-21
Purge Vendor Comments
before purging, 9-19
function, 9-19
screen, 9-19

Q

QCxxxx table
description, 11-37
QDxxxx table
description, 11-35
QExxxx table
description, 11-36
QHxxxx table, 11-35
QMxxxx table
description, 11-37
screen, 11-38
QPxxxx table
description, 11-36
quarter-end maintenance
consequences of, 9-15, 11-10
Quick entry
turning on or off, 1-53
Quick mode
function key, 1-53
pull-down menu command, 1-38
Quick-Entry tables
description, 11-37
QXxxxx table
description, 11-37
QZxxxx table, 11-37

R

Recurring Additional Descriptions file, 1-8
Recurring Entries
adding line items, 11-20
before copying, 12-13
correcting, 12-13
deleting, 9-21, 11-19
editing line items, 11-20
editing totals, 11-20
entering totals, 11-20
files, 1-8
function, 11-15
Goto command, 11-20
Header command, 11-20
header screen, 11-16
line-item entry, 11-18
menu, 11-15
Next trans command, 11-20
purging, 3-17
recurring numbers, 3-17
returning to header screen, 11-20
run codes, 3-17, 11-15, 11-17
screen, 11-15, 11-19
setting up, 3-17
Totals command, 11-20
viewing line items, 11-20
recurring entries
run codes, 1-10
Recurring Entries List
function, 12-13
sample, 12-15
recurring numbers
entering in recurring entries, 3-17
refunding taxes, 5-35
regular terms, 11-22
reminders
Pop-Up Calendar, 1-39
report commands, 1-57
Down Arrow, 1-57
End, 1-57
Exit, 1-57
F7, 1-57
Home, 1-57
PgDn, 1-57
PgUp, 1-57

Right Arrow, 1-57
Tab, 1-57
Up Arrow, 1-57
Reports
and Report Writer, 3-15
reports
conventions, 1-59
including all information, 1-59
limiting information, 1-59
selecting information for, 1-59
Requisition Control file, 1-9
Resource Manager
Data File Conversion function, 2-5, 2-7
Data File Creation function, 2-3
features of, 1-3
Install Applications function, 2-3, 2-5
reversing material requisitions, 6-4
Right Arrow
report command, 1-57
Right Arrow function key, 1-44, 1-54
right-click
defined, 1-21
RMGCxxx file, 1-8
RMTDxxx file, 1-8
RMTHxxx file, 1-8
run codes
assigning to recurring entries, 3-17, 11-15
defining, 1-10
definition, 3-17, 11-17
setting up, 3-17

S

Sales Tax Breakdown window, 5-12
sales tax calculation, 3-16
Sales Tax Report
function, 7-15
sample, 7-16
sample data
changing to, 1-30, 1-34, 1-50
scroll region buttons
First Line command, 1-43
Last Line command, 1-43
Next Line command, 1-43
Next Page command, 1-43
Previous Line command, 1-43
Previous Page command, 1-43
scroll region commands, 1-58
Down Arrow, 1-41, 1-58
End, 1-41, 1-58
Enter, 1-58
F3, 1-41, 1-58
Home, 1-41, 1-58
Ins, 1-41, 1-58
PgDn, 1-41, 1-58
PgUp, 1-41, 1-58
Tab, 1-41
Up Arrow, 1-41, 1-58
Select Payables
dropping from check preparation, 10-14, 11-21
function, 10-13
screen, 10-13
Serial Inventory Lookup
function key, 1-57
pull-down menu command, 1-42
Serial Item file, 1-8
Set up application, 1-34
setting up Accounts Payable, 3-3
access codes, 3-19
backup schedule, 3-20
checklist, 3-7
codes and IDs, 3-3
information to gather, 3-3
initial balances, 3-18
options and interfaces, 3-7
recurring entries, 3-17
tables, 3-12
Shift-F1 function key, 1-40, 1-52
Shift-F10 function key, 1-38, 1-44, 1-55
Shift-F2 function key, 1-52
graphical menus, 1-29
text menu, 1-51
Shift-F3 function key, 1-56
Shift-F4 function key, 1-56
Shift-F5 function key, 1-57
graphical menus, 1-29
text menu, 1-51
Shift-F6 function key, 1-42, 1-57
text menu, 1-29, 1-51
Shift-F7 function key, 1-42, 1-57
text menu, 1-29, 1-51
Shift-F8 function key, 1-42, 1-57

Shift-F9 function key, 1-38, 1-44, 1-55
sorting
alphabetical, 3-4
codes and IDs, 3-3
Start Over
function key, 1-37, 1-53
pull-down menu command, 1-37
tool button, 1-36
Start Over function key, 1-51
Start-style menu
exiting from, 1-27
features of, 1-25
keyboard commands, 1-28
right-click menu, 1-28
sample screen, 1-27
Summary History
deleting, 9-21
file, 1-9, 1-10
function, 4-15
Item Inquiry screen, 4-17
screen, 4-15
specifying whether to keep, 3-11
Summary Invoice History Report
detail history required, 8-27
function, 8-27
when to produce, 8-27

T

Tab
report command, 1-57
scroll region command, 1-41
Tab function key, 1-53
text menu, 1-51
Tables
all companies, 3-12, 3-13
APGLxxx, 11-27
APPLxxx, 11-28
companies that use the same defaults, 3-13
company-specific, 3-13
D1099xxx, 11-30
deleting or rearranging information, 3-12
DFxxxx, 11-34
DISCxxx, 11-29
DMxxxx, 11-34
F1099, 11-31
FORMxxx, 11-32
function, 11-25
individual companies, 3-12
MRGLxxx, 11-33
prefix and suffix information, 3-13
QCxxxx, 11-37
QDxxxx, 11-35
QExxxx, 11-36
QHxxxx, 11-35
QMxxxx, 11-37
QPxxxx, 11-36
QXxxxx, 11-37
QZxxxx, 11-37
screen, 11-26
setting up, 3-12
system selection, 3-14
terminal ID, 3-14
use of, 11-25
Tables List
function, 12-17
sample, 12-18
Tax Audit Report
detail history required, 8-23
function, 8-23
when to produce, 8-23
tax classes
use of, 3-16
tax groups
setting up, 3-15
use of, 3-15
tax identification number
incorrect, 3-16
Tax Location Detail file, 1-8
Tax Location Header file, 1-8
tax refunds, 5-35
temporary vendors, 5-5
definition, B-1
terminal
ID
tables, 3-14
parameter, 1-23
Terms Codes
definition, 3-15, 11-7, 11-17
file, 1-8
function, 11-21
screen, 11-21

types, 11-22
Text menu
keyboard commands, 1-50
text mode
defined, 1-4
toggle
between halves of reports, 1-57
Toggle GUI Functions
function key, 1-29, 1-51
Toggle GUI Scaling
function key, 1-29, 1-51
tool bar
graphical functions, 1-36
graphical menus, 1-33
tool button
Access Code, 1-30
Application Information, 1-33
Calculator, 1-31, 1-36
change to/from Favorites, 1-32
Copy, 1-36
Delete, 1-36
Help, 1-33, 1-36
Maintenance, 1-36
MS-DOS prompt, 1-33
Online Documentation, 1-36
Paste, 1-36
Pop-Up Calendar, 1-33, 1-36
PRO/5 Command, 1-33
Start Over, 1-36
Workstation Date, 1-30
totals
purchases, 5-12
transaction, 5-4
Vendor Purchase History Report, 8-36
Transaction files, 1-9
Transactions
automatic batch numbers, 3-10
before changing or deleting, 5-4
duplicate numbers, 3-11
entering, 1-5
function, 5-3
posting detail or summary, 3-10
Purchases screen, 5-10
refunding taxes, 5-35
Sales Tax Breakdown window, 5-12
specifying whether totals entry is required, 3-11
temporary vendors, 5-5
totals, 5-4, 5-12
using batching, 3-10
transactions
copying recurring entries, 5-17

U

Undo
function key, 1-38, 1-44, 1-54
pull-down menu command, 1-38
Up Arrow
inquiry command, 1-46, 1-56
report command, 1-57
scroll region command, 1-41, 1-58
Up Arrow function key
text menu, 1-51
Up-arrow function key, 1-53
user's manual
conventions, 1-21

V

Vendor Activity Report
detail history required, 8-31
function, 8-31
sample, 8-35
when to produce, 8-31
Vendor Analysis Report
function, 7-11
vendor class
definition, 11-8
use of, 3-15, 11-8
Vendor Codes screen, 11-7
Vendor Comments
accessing, 3-16
entering, 11-12
file, 1-7
inquiry window, 4-7
viewing, 4-7
Vendor Comments List
function, 12-9
Vendor Detail List
function, 12-7
sample, 12-8
Vendor file
description, 1-7

setting up, 3-14
comments, 3-16
general information, 3-15
historical information, 3-16
vendor codes, 3-15
Vendor Labels
function, 12-3
sample, 12-5
Vendor Purchase History Report
function, 8-35
percent of total, 8-36
summary history required, 8-35
Vendors
classes, 3-15, 11-8
comments, 11-12
function, 11-3
general information, 11-4
history information, 11-10
holding invoices, 3-15
payment priorities, 3-15, 11-8
temporary, 5-5, B-1
vendor codes, 11-7
viewing purchase and payment history, 4-4
viewing records, 4-3
Vendors and Invoices
function, 4-3
sorting invoices, 4-6
Vendor Comment Inquiry window, 4-7
viewing vendor comments, 4-7
verification button
Abandon, 1-36
OK (Proceed), 1-36
Proceed (OK), 1-36
verificationl
turning on or off, 1-53
Verify-exit mode
function key, 1-53
pull-down menu command, 1-38
Verify-PgDn mode
pull-down menu command, 1-38
View inquiry command, 1-56
Void Checks
effect on Bank Reconciliation, 10-31
effects on General Ledger, 10-31
function, 10-31

W

Workstation Date
function key, 1-28, 1-50
Workstation date
tool button, 1-30
workstation date
entering in graphical menus, 1-30
entering in text menus, 1-50

Y

year-end maintenance
consequences of, 9-15, 11-10